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BOARD OF HEALTH GOVERNANCE COMMITTEE

**March 22, 2017
Meeting Minutes**

- I. CALL TO ORDER.** Chairman Carolyn Wysocki called the meeting to order at 2:11 PM in the Minority Caucus Conference Room, Berlin Town Hall, Berlin, CT.
Present: Charles Brown (Director of Health), Judith Sartucci and Carolyn Wysocki (Chairman)
Excused: no one. **Quorum present.**
Staff Present: Ann Hartman **Notice posted:** March 10, 2017
- II. PUBLIC FORUM:** no one from the public was present.
- III. ADOPTION OF MEETING AGENDA**
A MOTION was made by Brown, seconded by Sartucci, to adopt the agenda as amended. Add “Conflict of interest policy” under old business. **MOTION CARRIED UNANIMOUSLY.**
- IV. APPROVAL OF MINUTES**
- **A MOTION** was made by Brown, seconded by Sartucci, to approve the minutes of the January 10, 2017 Committee meeting as submitted. **MOTION CARRIED UNANIMOUSLY.**
- V. UNFINISHED BUSINESS**
- A. Accreditation Plan Update**
- Brown presented the memo about the accreditation plan process. Hartman stated that she started with the PHAB 1.5 standards and built the file structure for organization purposes. Will be moving file framework up to the Cloud soon. Status tracking spreadsheet is also established and reflects our agency. PHAB is discussed at each staff meeting and progress is being made on prerequisites. Wysocki stated that having the existing structure will facilitate the process of documentation.
 - Plan moving forward is to begin with “lower hanging fruit” to include 5 year items since they will be here longest.
 - Sartucci stated that we needed to look broadly at PHAB first. She will pull and re-circulate items from a presentation to Boards of Health from Kay Bender of PHAB about basics of what needs to be first be in place.
 - Sartucci suggested to look to national examples for tools, such as NACCHO and the PHF.

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- Brown and Hartman will update the Timeline memo to reflect current agency status for next meeting.

B. Community Health Assessment/CHIP Update

- The Committee continued its discussion about the need to update the CHA/CHIP.
- Brown presented what he updated from the table that Wysocki developed. Wysocki stated that there was not very many measurable items. Adding a data column could be done to further enhance the table.
- Wysocki sent out a NACCHO Document to the Committee last January. This can be used as a blueprint for future CHA/CHIP process.
- Brown reported that he was still inquiring about HHC -CHA process with Hartford Health Care. Have not heard back about potential partnership.

C. Communication/Branding Strategy

- Sartucci had previously shared a sample branding strategy posted online by a local health department in Nebraska in January. Good format – simple, easy to read and to implement.
- Brown reported that the agency's communications consultant had shared a draft that is both a communication plan and a branding strategy. Brown will be meeting with consultant on March 23, 2017.
- Agency needs to decide what to do about its logo. Currently using an enhanced logo that was developed by its communication consultant for the 2015 annual CCHD report. Committee to discuss again at next meeting and alternative sources for logo development will be provided by Wysocki.

VI. NEW BUSINESS

A. Board Development

- Sartucci brought the revised Board Orientation Manual to the committee.
- The Board's attorney, Lisa Banatoski Mehta, will present a session on "Governing in a Collective Bargaining Environment" at the Board's April 20, 2017 meeting
- Sartucci stated that NALBOH has worked with Michigan PHTC to develop training modules for purchase. This could be something the agency could purchase and use for Board development.

B. National Public Health Week

- Brown reported that plans for 2017 National Public Health Week include:
 - Local Stakeholder Forum on Opioids on April 6th
 - Celebration of Public Health and Volunteer Recognition Dinner on April 6th
 - Walking Competition Information sessions in Berlin, Rocky Hill and Wethersfield
 - News releases and social media posts on Public Health topics associated with the theme of National Public Health Week

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VII. NEXT MEETING

Governance Committee will continue to meet on the second Tuesday of each month and during the day. Next meeting will be held on Tuesday, April 18, 2017 at 2:00 PM at the Berlin Town Hall. Items for agenda:

- Accreditation Preparedness Planning
- CCHD Logo Discussion
- Strategic Plan review in May 2017
- Conflict of Interest in May 2017

VIII. ADJOURNMENT

A MOTION was made by Sartucci, seconded by Brown to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 4:25 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: April 18, 2017