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## **BOARD OF HEALTH GOVERNANCE COMMITTEE**

### **Minutes May 31, 2016 Meeting**

- I. CALL TO ORDER.** Chairman Margaret Hanbury called the meeting to order at 6:34 PM in Rocky Hill Town Hall, Second Floor (Elevator) Conference Room, Rocky Hill, CT.  
**Present:** Margaret Hanbury (Committee Chair), Charles Brown (Director of Health), Carolyn Wysocki, Angela Colantonio, Judith Sartucci (arrived at 6:39 pm)  
**Excused:** no one. **Quorum present.**  
**Notice posted** May 26, 2016
- II. PUBLIC FORUM:** no one from the public was present.
- III. ADOPTION OF MEETING AGENDA**  
The agenda was adopted as posted.
- IV. APPROVAL OF MINUTES**  
**A MOTION** was made by Colantonio, seconded by Wysocki, to approve the minutes of the May 10, 2016 Committee meeting. **MOTION CARRIED UNANIMOUSLY.**
- V. EXECUTIVE SESSION** – none held.

Sartucci arrives and joins meeting

#### **VI. UNFINISHED BUSINESS**

##### **A. Accreditation Planning**

- Brown provided a document outlining a proposed phased approach for the Agency and Board to use pursuing national accreditation from the Public Health Accreditation Board (PHAB).
- The Committee recognizes and anticipates that the target dates are ambitious and will most likely change related to findings from the planned initial gap analysis.
- Document, policy, process and plans need to be reviewed, revised, re-done, or developed.
- Hanbury asked Brown to incorporate language in the PHAB Accreditation Process document related to it acting as a starting over point for the process and that the timelines are not final. The document will be provided to Board members for informational purposes at the next regularly scheduled Board meeting.

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### **B. Board Development**

- Sartucci suggested reviewing the outline of past Board Orientation meetings. Brown to provide outline to Sartucci for review. Orientation for new Board members will be targeted for late June or early July.
- Sartucci shared the PHAB Site Visitor Agreement Form as it includes items regarding Board member responsibilities that might be incorporated into the Central Connecticut Health District (CCHD) Board of Health member expectations. Sartucci will work with Brown to review.
- The Committee agreed that the most pressing educational topic for the Board is how the collective bargaining process and contract will affect the work of the Board. Brown will arrange session with attorney.

## **VII. NEW BUSINESS**

### **A. CHIP Update**

- Brown provided an update on activities surrounding the CHIP. Community engagement has been elusive. Brown will contact agencies that have obtained accreditation to find out how they engaged individuals and groups and kept it going.

### **B. Revisions to Conflict of Interest Policy**

- Sartucci shared the PHAB Conflict of Interest Policy as a starting point to make revisions to the CCHD Board and Staff current policies.
- She suggested providing a definition of conflict of interest and annually listing third party groups with which there may be a conflict of interest.
- Brown and Sartucci to draft revisions to present to Committee for review.

## **VIII. NEXT MEETING**

Next meeting will be held on Tuesday, July 12, 2016 at 6:30 PM. Location TBA.

Committee members thanked Hanbury for her leadership in guiding the Committee and its work over the last 3 years. Hanbury finishes her Board term at the end of the month.

## **IX. ADJOURNMENT**

**A MOTION** was made by Wysocki seconded by Sartucci to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 8:21 PM.

Respectfully submitted,

Margaret M. Hanbury  
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: July 12, 2016