



BOARD OF HEALTH GOVERNANCE COMMITTEE

July 12, 2016 Meeting Minutes

- I. CALL TO ORDER.** Chairman Carolyn Wysocki called the meeting to order at 6:35 PM in the second floor Conference Room, Rocky Hill Town Hall, Rocky Hill, CT.
Present: Charles Brown (Director of Health), Angela Colantonio, Judith Sartucci and Carolyn Wysocki (Chairman)
Excused: no one. **Quorum present.**
Notice posted: July 6, 2016
- II. PUBLIC FORUM:** no one from the public was present.
- III. ADOPTION OF MEETING AGENDA**
A MOTION was made by Colantonio, seconded by Sartucci, to adopt the agenda with the addition of “gun control legislation” under “Unfinished Business-Advocacy issues” and “NACCHO Board Survey Report” under “New Business.” **MOTION CARRIED UNANIMOUSLY.**
- IV. APPROVAL OF MINUTES**
A MOTION was made by Colantonio, seconded by Sartucci, to approve the minutes of the May 31, 2016 Committee meeting with correction of some typos. **MOTION CARRIED UNANIMOUSLY.**
- V. UNFINISHED BUSINESS**
A. Strategic Plan Review
- Brown reviewed and answered Committee members’ questions about year 1 of the current strategic plan, status of initiatives, and plans to move ahead now that new staff members were on board.
 - Concerns re: performance management, tracking and need for a “dashboard” or other similar tool discussed. Brown will attend the annual NACCHO convention next week and this is one of several issues he will pursue while there.
 - Technical error identified in agency’s “values” in its revised mission statement. “Social justice” and diversity were to be changed to “health equity” per board discussion agreement at planning workshop, but not done. Technical change in language will be made.

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A. Accreditation Planning

- Committee members provided feedback on document outlining a proposed phased approach for the Agency to use in pursuing national accreditation from the Public Health Accreditation Board (PHAB).
- Brown and Ann Hartman, Assistant Director for Community Health, who will eventually serve as the agency's accreditation coordinator, need to take the PHAB online introductory course to accreditation and planning for agency.
- Concerns about how well areas of the agency, such as the agency's emergency preparedness program (EP), meet the national PHAB standards in this area was raised. EP has been well-funded for many years, should be following the "Public Health Ready" model, and if staff turnover is a possibility and immediate succession planning needed, how well does it meet PHAB standards? Status of continuity of planning and need for testing out also a Committee concern.
- Brown to review PHAB standards and measures related to emergency preparedness with staff. Will involve Sartucci or other Board members with PHAB experience.
- Two other possible routes for local public health accreditation were raised:
 - CCHD's possible eligibility for accreditation under the new model for small agencies that PHAB is developing (population under 50,000 or 10 or fewer full-time staff). Not published yet – but will look at when PHAB rolls out; and
 - Possibility of a cross-jurisdictional arrangement with one or more other health districts. Brown did not think this would work as accountability for good management rests with each agency.
- Committee asked that Brown keep members up to date and plan to report out at each Committee meeting.

B. Advocacy Issues – Need for special committee

- Committee reviewed the handling of advocacy issues and of legislative testimony/contacts with elected officials during the recent state legislative session and congressional session.
- Need for a more efficient, effective and timely way to handle advocacy issues and legislative proposals identified.
- Pros and cons of establishing a separate advocacy committee discussed.
- General agreement of the Governance Committee that review of emerging advocacy and legislative issues should be handled by the Executive Committee in a planned way in between Board meetings. May need a change in bylaws to allow Executive Committee action and/or in the Board's Advocacy policy.
- Sartucci and Brown to review and send suggestions to other Committee members ahead of the next meeting.

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- Wysocki asked about status of correspondence with our US senators and Congressman regarding gun violence and support of gun control. No done yet, but will be done in the next few days. Sartucci also suggested adding to correspondence recommendation to remove restrictions to the CDC and other federal agencies doing research on gun violence. Committee concurred.

C. CHIP Update

- Brown provided an update on activities surrounding the CHIP. He has been in touch with the other health departments who have been PHAB accredited to see how they handled community health improvement planning (CHIP). Some report that community engagement has been elusive.
- Brown developed some ideas when he first arrived in late 2014 and will share document with new Asst. Director Ann Hartman and then the Governance Committee for its next meeting.
- He was also asked to continue to update Committee each meeting.

D. Revisions to Conflict of Interest Policy

- Brown and Sartucci to draft revisions to present to Committee for review at its next meeting.

VI. NEW BUSINESS

A. DPH Feedback on Health District Visits

- Committee provided feedback on recent mailing from DPH on staff visits to each health district and meetings with each district director of health and Board Chairman.
- Members were disappointed that critical points made by CCHD DOH and Chair were not included in summary.
- Committee members also did not find the materials on health districts that were in the packet very helpful with the exception of the sheet summarizing state laws.
- Use of term “best practices” was both confusing and inappropriate.
- Need for feedback to DPH discussed. CABOH will be sending a response.

B. NACCHO Profile of Boards of Health

- Wysocki brought to the Committee’s attention the results of the recent survey of boards of health by **NACCHO – 2015 Local Boards of Health Profile**.
- The Profile is informative, gives a good overview nationwide, and lists several recommendations.

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- However, the Committee is not in agreement with the first recommendation – that Boards of Health develop a vision or mission and a strategic plan for themselves. The recommendation should have been qualified to the kind of board of health. In CT health district boards are full governing boards for their agencies. Their vision, mission and goals should be the same as those of the agency that they govern.

C. Continuity of Health District Membership - Executive Session

A MOTION was made by Colantonio, seconded by Sartucci to go into Executive Session pursuant to Conn. Gen Stat 1-200(6)(A) to discuss issues and strategies related to continuity of Health District membership. **Motion approved unanimously.**

In executive session at 8:25 PM. Present: Brown, Colantonio, Sartucci and Wysocki. Out of executive session at 8:55 PM.

- Sartucci identified need for Board members to meet with respective town managers regarding any concerns about the Health District and will pursue this.
- Brown asked Committee members to identify what data and other information they may need for meetings with their respective town leadership.
- Brown to look at a follow-up meeting with the town managers on the centralization issue and also to set up some time to meet with the newly reactivated Mid-State Collaborative of the Towns' mayors and managers on the success of health districts as a regional model.

VII. NEXT MEETING

Next meeting will be held on Tuesday, August 16, 2016 at 6:30 PM. Location TBA.

VIII. ADJOURNMENT

A MOTION was made by Colantonio seconded by Sartucci to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 9:05 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: August 16, 2016