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## **BOARD OF HEALTH GOVERNANCE COMMITTEE**

**January 10, 2017  
Meeting Minutes**

- I. CALL TO ORDER.** Chairman Carolyn Wysocki called the meeting to order at 2:07 PM in the Caucus Conference Room, Berlin Town Hall, Berlin, CT.  
**Present:** Charles Brown (Director of Health), Judith Sartucci (arr. 2:15 PM) and Carolyn Wysocki (Chairman)  
**Excused:** no one. **Quorum present.**  
**Notice posted:** January 6, 2017
- II. PUBLIC FORUM:** no one from the public was present.
- III. ADOPTION OF MEETING AGENDA**  
**A MOTION** was made by Brown, seconded by Wysocki, to adopt the agenda as amended. **MOTION CARRIED UNANIMOUSLY.**
- IV. APPROVAL OF MINUTES**
- **A MOTION** was made by Brown, seconded by Wysocki, to approve the record of votes (ROV) and the minutes of the December 13, 2016 Committee meeting as submitted. **MOTION CARRIED UNANIMOUSLY.**
- V. UNFINISHED BUSINESS**
- A. Consolidation of Local Health Departments in Connecticut**
- Brown and several board members attended a meeting on Dec. 14, 2016 at DPH on this legislative proposal. Meeting was also transmitted as a webinar online. Commissioner Raul Pina presented what the department is proposing for consolidation – setting up 8 regional health districts by the old county lines; governing boards with “executive boards” of some sort; mandated payment by member municipalities.
  - General opposition across the state and across groups to the proposed plan. Health departments and their boards oppose the process as does the municipalities and their regional and state municipal associations. Loss of control and cost are major concerns.
  - Letter from the CCHD board is still being drafted; will try to get done this week.

Sartucci arrives and joins meeting at 2:15 PM.

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### **B. Community Health Assessment/CHIP Update**

- The Committee continued its discussion about the need for the next community health assessment by CCHD and how best to carry out.
- Brown and Ann Hartman have had some preliminary discussions with Hartford Health Care to see if CCHD and HHC could work together using a model that other agencies and hospitals in the state have used, but to no avail.
- The ACHIEVE group continues to serve as a basis for carrying out the agency's CHIP, however engagement of community members is a major problem.
- Wysocki and Brown will look at the CHIP and its four goals.

### **C. PHAB Accreditation Readiness Planning**

- Sartucci provided information from PHAB website on its exploration of an alternate pathway to the accreditation process for local health departments serving either less than 50,000 population or with 10 or fewer FTE staff. CCHD does not meet criteria. Therefore this is not an option.
- Sartucci provided sample materials for setting up spreadsheets to prepare and track documentation for submission with a PHAB application. Committee raised questions about what Ann Hartman is preparing for agency online. Sartucci asked that Brown and Hartman look at the guidance provided by PHAB for the standards and measures on its website and also the many tools and examples available on the NACCHO, PHF and ASTHO websites for use by agencies preparing for accreditation.
- Sartucci also asked that Ann Hartman, Asst. Director of Health, begin to attend the Governance Committee meetings to discuss firsthand preparations for PHAB accreditation. Brown to arrange.

### **D. Branding Strategy**

- Sartucci shared a sample branding strategy posted online by a local health department in Nebraska. Good format – simple, easy to read and to implement.
- Brown reported that the agency consultant has a draft for him to look at that is both a communication plan and a branding strategy. Will provide for committee to review at its next meeting.
- 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.

### **E. Strategic Plan for FY 2016-17**

- Committee reviewed an updated draft of progress on the strategic plan that Brown prepared for the Board update at its January 19<sup>th</sup> meeting.
- Draft to go to the Board for its semi-annual review.
- Committee will review again with Brown at its February meeting.

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### **VI. NEW BUSINESS**

#### **A. Board Development**

- The Board's attorney, Lisa Banatoski Mehta, will present a session on "Governing in a Collective Bargaining Environment" at the Board's February 16, 2017 meeting
- Committee will look at and discuss other possible topics at its February meeting.

#### **B. Committee Meeting Schedule for 2017**

Committee will meet in the Caucus Room of the Berlin Town Hall at 2 PM (unless new members join the Committee and need an evening meeting) on the second Tuesday of each month.

**A Motion** was made by Sartucci, seconded by Brown to approve the 2017 Governance Meeting Schedule and send for posting. **Motion carried unanimously.**

### **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, February 14, 2017 at 2:00 PM at the Berlin Town Hall.

#### **Items for agenda:**

- Accreditation Preparedness Planning
- Strategic Plan – follow-up from Board review
- CHA/CHIP Update
- Review of new communication/branding plan
- New logo issue
- Board development activities for 2017
- (new) 2017 NPHW plans

### **VIII. ADJOURNMENT**

**A MOTION** was made by Sartucci, seconded by Brown to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 4:04 PM.

Respectfully submitted,

Judith A. Sartucci  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: March 22, 2017**