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## BOARD OF HEALTH GOVERNANCE COMMITTEE

### Minutes January 12, 2016 Meeting

- I. CALL TO ORDER.** Chairman Margaret Hanbury called the meeting to order at 6:04 PM in Conference Room 1 of the Newington Town Hall, Newington, CT.  
**Present:** Margaret Hanbury (Committee Chair), Charles Brown (Director of Health), Angela Colantonio, Judith Sartucci and Carolyn Wysocki (via telephone conference call).  
**Excused:** no one.  
**Quorum present.**  
**Notice posted:** January 8, 2016
- II. PUBLIC FORUM:** no one from the public was present.
- III. ADOPTION OF MEETING AGENDA**  
**A MOTION** was made by Sartucci, seconded by Colantonio, to adopt the agenda as amended with the clarification and renumbering of items under “new business.”  
**MOTION CARRIED UNANIMOUSLY.**
- IV. APPROVAL OF MINUTES**  
**A MOTION** was made by Colantonio, seconded by Wysocki, to approved the minutes of the October 6, 2015 Committee meeting as submitted. **MOTION CARRIED UNANIMOUSLY.**
- V. UNFINISHED BUSINESS**  
**A. Executive Session** – a **MOTION** was made by Sartucci, seconded by Colantonio to go into executive session for an update on collective bargaining negotiations and any implications for Governance Committee activities underway. **MOTION CARRIED UNANIMOUSLY.**  
In executive session at 6:06 PM. Present: Brown, Colantonio, Hanbury, Sartucci and Wysocki.  
Out of executive session at 6:10 PM.  
No action taken on items discussed in executive session.

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**B. Update on new Strategic Plan**

- The new CCHD strategic plan as recommended by this Committee at its last meeting was approved and adopted by the Board at its November 15, 2015 meeting.
- Brown provided an overview of its implementation to date including,
  - workforce development activities (e.g., training in evidence collection; further training in cultural competency);
  - use of interns this semester to work on projects related to background preparation for revision of the sanitary code; development of a communications plan; and implementation of the CHIP through ACHIEVE;
  - a request to Pro Bono Services for assistance in the legal rewriting the agency's sanitary code;
  - completion of a feasibility study and next steps in planning for agency centralization;
  - IT plans to move all offices onto a Cloud platform
- Will plan a mid-year update on the full strategic plan for Year 1 to the Board at its February meeting.

**C. Board Development**

- Brown asked for guidance in next series of activities for Board Development.
- Some online assistance identified for members but Brown needs to get feedback on who participating and if valuable
- Review of FOIA and confidentiality issues presented at the November 15, 2015 Board meeting.
- Suggestions made by Committee members. Need to finalize at next meeting.

**D. Update – Accreditation Process**

- Brown is unable to move forward in accreditation readiness until the new management position of Assistant Director for Community Health is filled. Recruitment is underway and position will hopefully be filled in February.
- First order of business will be establishment of a baseline on how well the agency demonstrates each of the PHAB standards and measures (Version 1.5) so that a plan and timetable to bring the agency into full compliance can be developed.
- Brown would like to use \$25,000 in budget earmarked for accreditation to begin development of a performance management system. He is exploring potential sources of assistance. PH Training Center at Yale was approached but does not have resources or expertise at this time. Brown and Hanbury will explore the issue further.
- He also will be convening a QI work group in the agency to look at online filing protocol as the agency “moves into The Cloud” and centralizes activities across offices.

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**VI. NEW BUSINESS**

**A. Advocacy Policy and Advocacy Issues**

- Brown updated the Committee on the review of the agency's advocacy policy and questions on Director and Board actions needing legal guidance. Attorneys from Pro Bono Services attorneys are looking at the issue, however, the initial response did not address Committee concerns. Brown, Sartucci and Hanbury will plan a conference call with them to review guidance document with a focus on the unique role of district boards of health with the appointing authorities in member towns.
- Committee will then make any changes needed in the agency policy on board advocacy and plan in-service for board as needed.
- Due to time constraints (presentation to Newington Town Council scheduled immediately following this meeting) legislative and advocacy issues postponed until the next meeting.

**B. Annual Schedule of Meetings**

- In order to comply with FOIA requirements schedules of annual board and committee meetings need to be publicly posted with each member town by January 31 each year. Individual meetings can be changed and adjusted during the year, but an annual schedule needs to be posted.
- **A MOTION** was made by Sartucci, seconded by Colantonio, to continue to meet on the second Tuesday of the month (with adjustments for Holidays and members' schedules) at 6:15 PM - locations TBA – and direct that schedule be posted. **MOTION CARRIED UNANIMOUSLY.**

**VII. NEXT MEETING**

Next meeting will be held on Tuesday, February 9, 2016 at 6:15 PM. Location TBA.

**VIII. ADJOURNMENT**

**A MOTION** was made by Colantonio seconded by Sartucci to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 6:44 PM.

Respectfully submitted,

Judith A. Sartucci  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: March 2, 2016**