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BOARD OF HEALTH

GOVERNANCE COMMITTEE

January 13, 2015 Meeting

Minutes

- I. CALL TO ORDER.** Chairman Margaret Hanbury called the meeting to order at 6:22 PM in the second floor conference room of the Rocky Hill Town Hall, Rocky Hill, CT.
Present: Margaret Hanbury (Chair), Charles Brown (Director of Health), Angela Colantonio, Judy Sartucci and Carolyn Wysocki
Excused: No one.
Quorum present.
Notice posted: January 12, 2015
- II. PUBLIC FORUM:** No one from the public was present.
- III. ADOPTION OF MEETING AGENDA**
A **MOTION** was made by Sartucci seconded by Wysocki to adopt the agenda as posted.
MOTION CARRIED UNANIMOUSLY.
- IV. APPROVAL OF MINUTES**
A **MOTION** was made by Colantonio seconded by Sartucci to approved the record of votes and minutes of the December 14, 2014 Committee meeting with some minor technical corrections.
MOTION CARRIED UNANIMOUSLY.
- V. UNFINISHED BUSINESS**
- A. Update on Strategic Planning Process
- Brown updated the Committee on plans for the agency's new strategic plan.
 - Special Board session on strategic planning is scheduled for Wednesday, January 28, 2015 from 6 to 9 PM in the Fireside Room of the Pitkin Community Center in Wethersfield.
 - Session for staff to be held in February
 - Materials to include the CHA, draft CHIP and results of the Board/Staff strategic planning survey.
 - Concerns raised regarding the need for more information on enviromental scan/trends and issues and what framework to be used for process.
 - Brown to brief Board further at its monthly meeting later this week.

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B. Community Health Improvement Planning Process

- Brown met last week with Board representatives involved with ACHIEVE to iron out concerns about its role in the agency, the agency's community health improvement process and leadership.
- Clarified that it is an initiative of the agency and leadership comes from his office.
- He will now move forward with engaging the community using the base provided through ACHIEVE.

C. Follow-up – Cultural Competency – Board and Staff Training

- Brown reported on work with Heidi Zavatore-Veth, CCHD Consultant, to close out workforce development contract.
- Veth is preparing a list of online resources for staff, volunteers and board
- Board session completed – Brown sent the draft of ideas for Board's strategic planning session for her input;
- Session with staff completed and Veth is sharing educational needs identified and some ideas with the CT-RI Training Center at Yale.
- Wysocki asked about use of CT TRAIN through DPH for tracking Board development activities and staff education.
- Brown would like to but identified some problem areas in CT TRAIN that he is working on with DPH.

D. Update on Policy Development issues

- In discussion of issues there emerged two areas – internal and external policy-making - that Board and Committee will need to address – agency policies as part of its internal policies and procedures (such as personnel policies and procedures that need revision); and externally, public health policy areas to promote.
- Brown described as an example the work that Craig Miner of Newington is doing as part of ACHIEVE with the town planners and conservation plans in each town and how health might be better addressed and included. Tobacco control via local ordinances affecting open spaces, parks, etc. was another.
- Brown will continue to work with Committee on this.

VI. NEW BUSINESS

A. Proposed bylaws change regarding approval of collective bargaining contracts

- In response to a Board inquiry about how the AFSME collective bargaining contract will be approved and if a bylaws change requiring a "super-majority" vote might be in order, Brown addressed this with the Board attorney, Lisa Banatoski Mehta
- Per Conn. Gen. Stat. Section 4-474 (municipal employees relations act) a simple majority vote is needed and this cannot be changed in the Board bylaws.
- No further action recommended by Governance Committee on bylaws review and changes this year.

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B. Advocacy Issues

- Wysocki shared examples of current bills being raised in this state legislative session of interest to public health and how the Board might best address.
- Still early in session and this is the year for a long session so many more bills and issues may come up such as e-cigarettes. She will continue to monitor in her role as CABOH chair and send out newsletters to boards of health in the state as she did last year.
- Given Brown's involvement locally with a work group on hoarding and state representatives from our member towns who are supporting a bill to study hoarding issues, the Committee recommends the Board support this bill.
MOTION by Colantonio, seconded by Sartucci, to recommend Board support of SB 18 (LCO 230) AA Establishing a Task Force to Study Hoarding. **MOTION CARRIED UNANIMOUSLY.**
- Brown to provide further information for Board letter/testimony.
- Committee reviewed the Board's Advocacy Policy. Brown recommended, and Committee concurred, that he review with legal counsel any lobbying/advocacy concerns of which the Board and he should be aware. Brown to bring to the Pro Bono legal counsel.

VII. NEXT MEETING

Committee will continue to meet on the second Tuesday of each month in the second floor conference at the Rocky Hill Town Hall. Next meeting: Tuesday, February 10, 2015 at 6 PM.

VIII. ADJOURNMENT

A **MOTION** was made by Wysocki, seconded by Sartucci to adjourn.
MOTION CARRIED UNANIMOUSLY. Meeting adjourned at 7:59 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

APPROVED BY COMMITTEE: March 10, 2015