



BOARD OF HEALTH

GOVERNANCE COMMITTEE

March 10, 2015 Meeting **Minutes**

I. CALL TO ORDER. Chairman Margaret Hanbury called the meeting to order at 6:40 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 (via conference call)

Excused: No one.

Quorum present.

Notice posted: March 5, 2015

February 10, 2015 Governance Committee Meeting was cancelled due to weather.

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 addition of “Healthy Communities Webinar” under “New Business.”

MOTION CARRIED UNANIMOUSLY.

IV. APPROVAL OF MINUTES

A **MOTION** was made by Colantonio seconded by Sartucci to approved the minutes of the January 13, 2015 Committee meeting as submitted. **MOTION CARRIED UNANIMOUSLY.**

V. UNFINISHED BUSINESS

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

- Brown reported on work with Heidi Zavatore-Veth, CCHD Consultant.
- Good feedback from staff on their training and interest in more on cultural competency for their work.
- He distributed and reviewed with Committee a list of online resources for staff, volunteers and board citing some particularly good online programs.

Governance Committee
March 10, 2015 Meeting
Page 2

- Next major training for staff and Board will be a review of the State FOIA and its implications for agency investigations (such as in food service) versus transparency of activities. Separate sessions with slightly different foci will be planned for staff and for Board during the summer months.
- Board development discussed as part of this Committee's purview. Clarification of Governance Committee role versus HR Committee role in agency's workforce development policy issues made.
- Sartucci pointed out that several Board Development activities are underway that we need to document / Brown to set up a log:
 - cultural competency session for Board last fall;
 - 2 strategic planning sessions (with orientation to process) for Board;
 - special budget orientation and review session in executive session at February Board meeting;
 - review by Brown at each Board meeting of public health issues in the news and application to CCHD and its work as part of an ongoing orientation to public health for Board members; and
 - encouraging Board attendance at different public health conferences and events in and out of state and online (CPHA, NACCHO, NALBOH, online webinars, etc.).

B. Update on Policy Development issues - Brown updated the Committee on several policy areas in the agency that he is working on:

- Personnel policies and procedures will be updated pro bono by our attorney once the AFSME contract is negotiated and approved.
- With assistance from Pro Bono Partners MOU's on emergency preparedness will be completed – beginning with Newington and then going on to each member town. This should put the last of the agency's major agreements into place – as requested by the Board.
- Brown will also be working with Pro Bono Partners on a template or sample agreements with businesses and corporations for sponsorship, donations and other fundraising. Models from other agencies, such as the Berlin VNA, suggested by Committee members. Necessary for the new directions in funding and sponsorship that he would like to take the agency.
- A communication policy will eventually be addressed but is on the back burner for now.
- Clarification of Governance Committee role in policy development in the agency versus the work of other Board Committees policy development further discussed. Governance Committee to deal with the broad policy issues (strategic planning, accreditation, advocacy, framework for agency policies, etc.) and bring recommendations to the Board; other Board Committees will advise and assist Brown in more administrative policies such as personnel policies (Human Resources), fee policy (Finance) and headquarters/physical plant changes (Centralization Committee).

C. Update on Strategic Planning Process

- Materials from first Special Board session on strategic planning held on Wednesday, January 28, 2015 discussed.

Governance Committee
March 10, 2015 Meeting
Page 3

- Critical issue: whether to go with a one year “bridge plan” or continue with setting up a new 3-5 year plan for the agency. Pros and cons discussed by Committee members.
- Broad goals need to be identified followed by short-term, long-term and incremental objectives.
- Areas not completed or accomplished in the last 3 year plan are a concern. Consensus: where appropriate these should be addressed in new plan.
- Major concern is the need for a strategic plan that can also be used with potential funders as a selling point for new grant funding – not possible with a short-term “bridge plan” unless agency is seeking some kind of short-term transition funds (which are hard to find).
- Strengthening the agency’s infrastructure was one of 5 goals in the last strategic plan and remains a priority for the agency at this time (funding, physical plant, IT and website, agency communications, workforce development). Focus needs to be on “getting our house in order” first.
- Accreditation remains another priority and needs to be addressed throughout the new plan beginning with agency performance management.
- How to fit the program goals from the last plan into the new one not determined and needs further discussion at the Board’s next session.
- Brown to draft outline for March 19th session and circulate by email to Committee for comments and feedback.

VI. NEW BUSINESS

1. Wysocki brought to the Committee’s attention an upcoming webinar sponsored by Health Communities on March 11th for PH agencies on pulling their CHA’s, CHIP’s and strategic planning together. She and Brown will try to view online.
2. In response to questions about the CCHD community health improvement planning process Brown reported out on activities planned for National Public Health Week in April and that this will be showcased in one of the sessions with the community partners he is reconvening that week to finish work on the plan.

VII. NEXT MEETING

No quorum for next scheduled Committee meeting on April 14. Next meeting will be: Thursday, April 30, 2015 at 6:30 PM in the second floor conference at the Rocky Hill Town Hall.

VIII. ADJOURNMENT

A **MOTION** was made by Wysocki, seconded by Colantonio to adjourn.

MOTION CARRIED UNANIMOUSLY. Meeting adjourned at 8:15 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: April 30, 2015