



Central Office: 505 Silas Deane Highway, Wethersfield, CT 06109 Phone (860) 721-2822 Fax (860) 721-2823
 Berlin: 240 Kensington Road, Berlin, CT 06037 Phone (860) 828-7017 Fax (860) 828-9248
 Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533
 Rocky Hill: 761 Old Main Street, Rocky Hill, CT 06067 Phone (860) 258-2770 Fax (860) 258-2767
 www.ccthd.org

BOARD OF HEALTH GOVERNANCE COMMITTEE

**March 12, 2018
Meeting Minutes**

- I. CALL TO ORDER.** Chairman Carolyn Wysocki chaired this meeting via conference call. She called the meeting to order at 2:11 PM in the Mezzanine Conference Room of the Wethersfield Public Library in Wethersfield, CT.
Present: Charles Brown (Director of Health), Judith Sartucci and Carolyn Wysocki (via conference call).
Excused: No one **Quorum present.**
Staff present: Ann Hartman
Notice posted: March 6, 2018
- II. PUBLIC FORUM:** no one from the public was present for comment.
- III. APPROVAL OF AGENDA**
- IV. A MOTION** was made by Sartucci, seconded by Brown, to approve the agenda with the addition of “Advocacy Issues” under Unfinished Business. **MOTION CARRIED UNANIMOUSLY**
- V. APPROVAL OF MINUTES**
A MOTION was made by Sartucci, seconded by Brown, to approve the minutes of the February 2, 2018 Committee meeting. **MOTION CARRIED UNANIMOUSLY.**
- VI. UNFINISHED BUSINESS**
- 1. Board Development**
- Outline in the Feb. 2, 2018 Committee minutes. Sartucci reminded Committee of the need for flexibility in Board development activities due to fluid nature of union contract negotiations underway and its effect upon Board meeting agendas, particularly around the proposed agency budget.
 - Strategic plan update will be set up as a formal presentation at the start of the March Board meeting. Committee agreed that review of strategic plan status was a good development opportunity for the Board.
 - Wysocki asked about the status of the 2018 NPHW activities. Brown and Hartman gave an update on planned agency activities that include:
 - Public Health Game Night on 4/3/18
 - Opioid Awareness Forum Panel on 4/4/18
 - “Complete Streets” Forum on 4/5/18

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- Celebration of Public Health on 4/6/18 - this was discussed with the Committee at length. Concern that this should be at the start of public health week and set up as a “celebration of public health” that should include recognition of staff and volunteers and not just a “volunteer recognition” event, as was done in the past. Also, late afternoon event should be planned as most cannot make breakfast meetings.

2. Community Health Needs Assessment

- Brown reported on the agency contract with Data Haven for additional interviews to be conducted in our towns to assure statistical significance.
- Wysocki asked if the Committee could get a copy of the questionnaire for review. Brown will follow-up with Data Haven to acquire it.

3. Advocacy Update

- Sartucci reported that she had sent out a detailed report on the Executive Committee’s advocacy activities to the Board over the weekend. This included copies of all submitted testimony provided to the State legislative committees as well as the town councils on local issues and proposed ordinances.
- The Board has designated the Executive Committee responsibility for advocacy issues for the agency. Committee discussed the change in responsibilities concerning advocacy and the role of the Governance Committee.

VII. NEW BUSINESS.

1. Executive Session

MOTION by Sartucci, seconded by Brown to go into executive session for discussion and an update on the reopening of the AFSCME contract related to salary and health benefits and to include Hartman in session. **Motion carried unanimously.**

In executive session at 2:40 PM. Present: Brown, Sartucci, Wysocki and Hartman.

Out of executive session at 2:45 PM. No action on items discussed

2. Review of PHAB Domains 4 and 7

- Committee continued its monthly review of the PHAB domains for public health accreditation and discussed strategies to address PHAB standards and measures
- Domain 4 is being addressed through activities and coalitions such as ACHIEVE and our agency response to the opioid epidemic that engage the community around identified health issues.
- Domain 7 is a challenge for the agency, as the health care access is not being addressing in any formal way by the agency. Major planning will need to be done in this area.

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- Sartucci asked that Brown and Hartman write up the summaries of our reviews of each domain to date so that an updated accreditation plan and timetable can be developed over the summer.
- Remaining domains:
 - Domain 2 (May);
 - Domain 5 (June)
 - A separate meeting devoted to Domain 1 (Assessment) will be set up and Pat Checko from the Board invited to participate.
- Committee should have its review of each Domain done by June meeting.

VIII. NEXT MEETING DATES

1. April 9, 2018 meeting is cancelled.
2. Set up special meeting re: PHAB Domain 1
3. Governance Committee will next meet at 1 PM on May 14th in the Wethersfield Library. Items for May meeting agenda:
 - Board Development
 - PHAB Domain 2 review

IX. ADJOURNMENT

A MOTION was made by Brown, seconded by Sartucci to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 4:30 PM.

Respectfully submitted,

Charles K. Brown, Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: May 21, 2018