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BOARD OF HEALTH GOVERNANCE COMMITTEE

**April 18, 2017
Meeting Minutes**

- I. CALL TO ORDER.** Chairman Carolyn Wysocki called the meeting to order at 2:05 PM in the Community Room, Berlin Library, Berlin, CT.
Present: Charles Brown (Director of Health), Judith Sartucci and Carolyn Wysocki (Chairman)
Excused: no one. **Quorum present.**
Staff Present: Ann Hartman **Notice posted:** April 17, 2017
- II. PUBLIC FORUM:** no one from the public was present.
- III. ADOPTION OF MEETING AGENDA**
A MOTION was made by Sartucci, seconded by Brown, to adopt the agenda as presented due to it being a special meeting. **MOTION CARRIED UNANIMOUSLY.**
- IV. APPROVAL OF MINUTES**
- **A MOTION** was made by Sartucci, seconded by Brown, to approve the minutes of the March 22, 2017 Committee meeting as submitted. **MOTION CARRIED UNANIMOUSLY.**
- V. UNFINISHED BUSINESS**
- A. Accreditation Plan Update**
- Brown stated that the memo about the accreditation plan process had not been updated due to the heavy workload and vacation schedule in April. Staff will prepare a revised timeline for May meeting.
 - Hartman reported that she will be meeting with accreditation coordinators from around the state on April 19, 2017. Sartucci and Wysocki advised on the approach to collaboration between agencies on PHAB initiatives.
 - Sartucci asked how Governance Committee could be helpful with moving the accreditation process forward and suggested an agency assessment be accomplished to determine gaps. Brown agreed that assessment was a logical place to start and could be conducted by the agency's Leadership Team by the end of the fiscal year. Governance Committee could then be engaged in July-August timeframe to discuss how to address gaps.
- B. CCHD Logo**
- The Committee continued its discussion about the need to update the CCHD Logo.

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March 22, 2017 Meeting

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- Brown and Wysocki presented logo options and the committee discussed options for the process of future logo development. Committee agreed that it would take additional resources that are currently not available to develop a new logo.
- No further action determined at this time.

C. Communication/Branding Strategy

- Brown reported on the meeting with the communications consultant on March 23, 2017. Consultant was given feedback from committee to develop a “style guide” approach to branding strategy. Revised guide should be available by next meeting.

D. National Public Health Week

- Brown reported on activities for 2017 National Public Health Week:
 - a. Local Stakeholder Forum on Opioid Epidemic on April 6th - Feedback was positive from participants and follow up meetings are being planned
 - b. Celebration of Public Health and Volunteer Recognition Dinner on April 6th - Well attended event with variety of volunteer types attending
 - c. Walking Competition Information sessions in Berlin, Rocky Hill and Wethersfield were conducted

E. Board Development

- Wysocki reported that the Michigan PHTC developed training modules would be available for purchase for \$200 for individual agencies and \$2000 for SALBOHs. This could be something the agency could purchase and use for Board development when it reaches the market.

VI. 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, May 9, 2017 at 2:00 PM at the Berlin Library. Items for agenda:

- Accreditation Preparedness Planning
- CCHD Logo Discussion
- Strategic Plan review
- Conflict of Interest policy revisions

VII. ADJOURNMENT

A MOTION was made by Sartucci, seconded by Brown to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 4:25 PM.

Respectfully submitted,

Charles K. Brown Jr.

Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: May 9, 2017