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BOARD OF HEALTH

GOVERNANCE COMMITTEE

April 30, 2015 Meeting
Minutes

- I. CALL TO ORDER.** Judy Sartucci filled in as Acting Chairman at the request of Margaret Hanbury who was unable to attend this meeting. Sartucci called the meeting to order at 6:42 PM in the second floor conference room of the Rocky Hill Town Hall, Rocky Hill, CT.
Present: Charles Brown (Director of Health), Angela Colantonio, Judy Sartucci and Carolyn Wysocki
Excused: Margaret Hanbury (Chair)
Quorum present.
Notice posted: April 28, 2015
- II. PUBLIC FORUM:** no one from the public was present.
- III. ADOPTION OF MEETING AGENDA**
A **MOTION** was made by Wysocki seconded by Colantonio to adopt the agenda as amended with the addition of “Pro bono services update” and “Advocacy issues” under “Unfinished Business.”
MOTION CARRIED UNANIMOUSLY.
- IV. APPROVAL OF MINUTES**
A **MOTION** was made by Wysocki seconded by Colantonio to approved the minutes of the March 10, 2015 Committee meeting as submitted. **MOTION CARRIED UNANIMOUSLY.**
- V. UNFINISHED BUSINESS**
- A. Update – Board Development
- Next training session for staff and Board will be a review of the State FOIA and its implications for agency investigations (such as in food service) as well as transparency of activities. A session with a slightly different focus is planned for the Board at its May 21st meeting. Session will be held for staff at one of the early summer monthly staff meetings.
 - Brown distributed and reviewed the timetable for training in the agency’s workforce development plan. A related area to FOI is confidentiality. He will look at further training for staff in this area. Committee will need to look at a confidentiality policy for agency.
 - Related to workforce development Brown raised the issue of shared services as a possible strategy for building the agency workforce, such as the addition of public health nursing. Sartucci raised issue of budgeting to encourage Board attendance at different public health conferences and events in and out of state and online (CPHA, NACCHO, NALBOH, online webinars, etc.). Current funding \$560 per year. A **Motion** by Wysocki, seconded by Colantonio, to send a proposal requesting additional funds in FY 2015-16 budget to Finance Committee. **Motion carried unanimously.**

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Brown to work up a proposal for review by this Committee before sending to Finance Committee to justify increase in funds for Board development in 2015-16 budget.

B. Update on Strategic Planning Process

- Based on work at the two Board Strategic Planning sessions and using the original framework Brown drafted a revised framework for the agency's new strategic plan. Committee reviewed and discussed strategic goals and objectives. Brown and staff will then work to operationalize plan and return to Board for discussion and final approval.
- Next steps –
 - Committee asked to review and comment on draft by May 8th.
 - Brown will next send the proposed framework to Board for review and approval at its May 21st meeting
 - Brown will then work on developing objectives and outcomes with staff and then return for Board review
- Need for input from community partners and the public discussed including feasibility of one or more public hearings, posting plan on website for public comments, reviewing with partners at community health planning meetings, etc.
- Sartucci also asked that a strategic plan map be developed and distributed once the final plan is done.

C. Accreditation Issues

- Sartucci asked that the Committee and Brown be mindful of the national standards and measures the agency will strive to meet as it prepares for accreditation. Given the administrative and other changes underway -- the strategic planning process, resumption of the community health planning process, as well as retirement of senior staff-- Brown needs to make sure that agency is addressing these PHAB standards and measures in its work. She gave several examples from emergency preparedness, human resources and workforce development. Committee concurred that accreditation addresses good management and the standards should be reflected in the changes underway.
- Wysocki expressed concern that agency has not yet adopted a communication policy or quality improvement policy. These will eventually be addressed but are on the back burner for now until other pressing issues can be addressed.

D. Update on legal issues - Brown updated the Committee on the following:

- Personnel policies and procedures are being updated pro bono by our attorney as the AFSME contract is negotiated. Once contract is approved she will finalize and send to Board.
- Brown is also working with one Pro Bono Partners attorney on a template or sample agreements with businesses and corporations for sponsorship, donations and other fundraising of agency initiatives.
- With assistance from a second Pro Bono Partners attorney MOU's on emergency preparedness planning are underway – will develop an MOU with Newington first and then going on to each member town.

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- E. Advocacy Issues – Wysocki stressed the need going forward to carry out these activities in a more organized way. Brown indicated that agency’s activities in this area need to be flexible enough to move quickly on issues. Keeping under Board versus under Director’s office discussed. Committee needs to revisit again for further discussion.

VI. NEW BUSINESS: none

VII. NEXT MEETING

Next meeting will be: Tuesday, May 12, 2015 at 6:30 PM in the second floor conference at the Rocky Hill Town Hall.

VIII. ADJOURNMENT

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

MOTION CARRIED UNANIMOUSLY. Meeting adjourned at 8:30 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: May 12, 2015