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## **BOARD OF HEALTH GOVERNANCE COMMITTEE**

**May 9, 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:** May 3, 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, amend the agenda by removing Conflict of Interest policy and to adopt the agenda as amended. **MOTION CARRIED UNANIMOUSLY.**
- IV. APPROVAL OF MINUTES**
- **A MOTION** was made by Sartucci, seconded by Brown, to approve the minutes of the April 18, 2017 Committee meeting as submitted. **MOTION CARRIED UNANIMOUSLY.**
- V. UNFINISHED BUSINESS**
- A. Accreditation Plan Update**
- Brown presented the updated memo about the accreditation plan process.
  - Hartman reported that she met 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. 5 health districts were in attendance as they met and got to know each other and discussed next steps. Next meeting in Wethersfield.
  - Hartman told the committee that DPH website has some wording on lab and other state pieces for PHAB.
  - Sartucci suggested that the Governance Committee start to review the PHAB standards at their meetings. Governance Committee could then be engaged in discussion on how to address gaps.
  - Wysocki reached out to DataHaven and New Britain Foundation about assessment process. Brown suggested that other assessment tools may also be available at the time of assessment. Wysocki reported that BRFSS is out from CT DPH and asked about the potential for District data from DPH. Hartman reported that Wethersfield conducted a youth focused assessment through the

schools. Report will be presented at May 23rd Board of Education meeting.

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### **B. CCHD Logo**

- The Committee continued its discussion about the need to update the CCHD Logo.
- Brown presented questions to facilitate logo development and the committee agreed that it would send the questions to the Board for their feedback at the next Board meeting.

### **C. Communication/Branding Strategy**

- Brown reported he would be meeting with the communications consultant on May 15, 2017. Consultant has developed a “style guide” approach to branding strategy but needs approved logo to finalize it.

### **D. Strategic Plan Review**

- Brown reported on activities that support the agency strategic plan for FY 2016-17.
- Committee members provide feedback on activities and suggested options for presentation to the Board. Brown agreed to modify the document used last time it was presented and will develop a presentation to accompany it.

### **E. Board Development**

- Wysocki reported that the Michigan PHTC developed 7 training modules that would be available for purchase for \$200 for individual agencies in the near future.

## **VI. NEXT MEETING**

A. Governance Committee will continue to meet on the second Tuesday of each month and during the day.

B. Next meeting will be held on Tuesday, June 13, 2017 at 2:00 PM at the Berlin Library. Items for agenda:

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

## **VII. ADJOURNMENT**

**A MOTION** was made by Sartucci, seconded by Brown to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 4:40 PM.

Respectfully submitted,

Charles K. Brown Jr.  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: June 13, 2017**