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## **BOARD OF HEALTH GOVERNANCE COMMITTEE**

**May 21, 2018  
Meeting Minutes**

- I. CALL TO ORDER.** Chairman Carolyn Wysocki chaired this meeting via conference call. She called the meeting to order at 2:20 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:** May 18, 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 posted agenda with the addition of “Community Health Assessment” and “Public Health Week Follow-up” 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 March 12, 2018 Committee meeting as posted. **MOTION CARRIED UNANIMOUSLY.**
- VI. UNFINISHED BUSINESS**
- 1. Board Development**
- Committee members discussed recent board development opportunities including the annual budget workshop and discussion time at recent meetings on advocacy issues such as medical marijuana and gun violence. Re: gun violence Committee Members agreed that the Board generally supported CDC research into gun violence and better availability of data to public health agencies along with advocacy of initiatives to address behavioral health/mental health issues including domestic violence and bullying.
  - Tentative plans for upcoming board meetings include:
    - A student intern presentation on tick-borne diseases done at CCHD will be planned for the June Board meeting along with a presentation from the Agency’s Opioid Recovery Workgroup
    - An end of year review of agency’ strategic plan progress would be slated for September
    - the annual presentation by the agency auditor in October; and

- an overview of the agency's Community Health programs in November.

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### **2. Agency Annual Reports**

- Brown reported that he would be working on finalizing the FY 2016-17 report in the next few weeks. Committee asked that he have it for review at the next Governance Committee meeting.

### **3. Communication Plan**

- Committee asked about the status of the agency's draft Strategic Communication Plan. Brown reported that he had gotten an example of an agency communication plan along the lines of what the Committee had originally requested and try to have a draft ready for review by September 2018.
- Sartucci pointed out that the draft strategic communications plan that the communications consultant had drafted for the agency was in keep in line with the format used by the PHF, NACCHO and other groups funded by CDC to do provide accreditation assistance to local and state public health agencies.
- To meet the PHAB standards and measures the agency will need to develop the next iteration of the plan along the lines of what the Governance Committee requests.

### **4. Special Meeting on PHAB Domain 1**

- Committee discussed need to schedule a special meeting to review the standards and measures for PHAB Domain 1 (Assessment) and to include Board Vice-Chair Checko before June 27, 2018. Brown will poll members and Checko on potential dates.

### **5. Community Health Needs Assessment**

- Brown reported that the Hartford Healthcare community healthcare assessment process was completed without significant partner engagement or input.
- Members expressed concern about this and hoped to be engaged in the development of the improvement plans for Hartford Hospital and Hospital of Central Connecticut.

### **6. Public Health Week Follow-up**

- Sartucci thanked staff for successful Public Health Week events including CCHD coverage in *The Nation's Health* monthly newspaper from the APHA.
- Sartucci suggested several ways to improve promotion of Public Health Week events including:
  - Start planning in January.
  - Work with Board members to plan activities and identify potential scheduling conflicts
  - Do publicity by end of February for the 3 Life papers and have ready for the Board members when they visit their respective Town Councils;
  - Develop materials for distribution in March at Issuance of NPHW

- Proclamations at each Town Council
- Plan to do kick off reception recognizing volunteers and staff the previous week leading into the NPHW
  - Don't lock into the APHA designated specialty days – schedule per what CCHD and constituent needs are
  - Try to have special articles each week beginning at end of February in weekly papers (Rare Reminder, Newington Crier, Berlin Citizen) addressing each specialty area and leading up to NPHW
  - Promote in Member Town School newsletters and senior centers newsletters
- Wysocki asked that greater attention be given to evaluation of programs and events to ensure we are hitting our target audiences and identifying how programs can be improved.

## **VII. NEW BUSINESS.**

### **1. Review of PHAB Domain 2**

- Committee continued its monthly review of the PHAB domains for public health accreditation and discussed strategies to address PHAB standards and measures

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- Sartucci thanked Brown and Hartman for completing the write-up of the summaries of previous reviews of each domain so that an updated accreditation plan and timetable can be developed over the summer.
- Domain 2 is a challenge for the agency, as the comprehensive protocol development will be needed to address a variety of the measures within the standards. Although some agency protocols and procedures exist, planning will need to be done in this area.
- Remaining domains:
  - Domain 5 (June)
  - Domain 1 (Assessment) – special meeting will be set up and Checko from the Board invited to participate.
- Committee should have its review of each Domain done by June meeting.

## **VIII. NEXT MEETING DATES**

1. Governance Committee will next meet at 1:30 PM on June 11<sup>th</sup> in the Wethersfield Library.
2. Items for May meeting agenda:
  - Strategic Plan Review
  - PHAB Domain 5 review
3. Set up special meeting re: PHAB Domain 1

## **IX. ADJOURNMENT**

**A MOTION** was made by Brown, seconded by Sartucci to adjourn. **MOTION CARRIED**

**UNANIMOUSLY.** Meeting adjourned at 4:22 PM.

Respectfully submitted,

Charles K. Brown, Jr.  
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: \_\_\_\_\_

DRAFT