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BOARD OF HEALTH GOVERNANCE COMMITTEE

**June 11, 2018
Meeting Minutes**

- I. CALL TO ORDER.** Chairman Carolyn Wysocki chaired this meeting via conference call. She called the meeting to order at 2:22 PM in the Ground Level 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, Assistant Director for Community Health
Notice posted: June 8, 2018
- II. PUBLIC FORUM:** no one from the public was present.
- III. APPROVAL OF AGENDA**
- IV. A MOTION** was made by Sartucci, seconded by Brown, to approve the posted agenda with the addition of “Board Terms” under “New Business” and removing “Strategic Plan Review” to postpone until July meeting. **MOTION CARRIED UNANIMOUSLY**
- V. APPROVAL OF MINUTES**
A MOTION was made by Sartucci, seconded by Brown, to approve the minutes of the May 21, 2018 Committee meeting as posted. **MOTION CARRIED UNANIMOUSLY.**
- VI. UNFINISHED BUSINESS**
- 1. 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 in July.
- 2. Communication Plan**
- Brown presented a draft communication protocol as requested by the Committee and asked that the Committee review and provide comment by July 1, 2018.
 - Sartucci pointed out that the draft strategic communications plan that the communications consultant had drafted for the agency was in line with the format recommended by the PHF, NACCHO and other groups funded by CDC to do provide accreditation assistance to local and state public health agencies. Committee’s request was for a more in-depth protocols

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3. Special Meeting on PHAB Domain 1

- Brown reported that a special meeting is scheduled to review the standards and measures for PHAB Domain 1 (Assessment) and includes Board Vice-Chair Checko on June 18, 2018.

VII. NEW BUSINESS.

1. Review of PHAB Domain 5

- Committee continued its monthly review of the PHAB domains for public health accreditation and discussed strategies to address PHAB standards and measures
- Domain 5 is a challenge for the agency, as a comprehensive process to align a new community health assessment process with the development and implementation of a new community health improvement plan and the current agency strategic plan will be needed to address a variety of the measures within the standards. Some agency procedures exist, but renewed planning will need to be done in this area that takes into account issues from previous improvement plan development and implementation.
- The standards and measures related to emergency preparedness planning were reviewed over a year ago with Judy Torpey, Hartman, Sartucci and Brown. Most are met through the funding provided and materials required by the EP funding to the agency. Sartucci brought up the lack of us of AAR's and some other issues as areas that will need to be addressed with the new EP Coordinator.
- Committee should have its review of each Domain done by the June Board meeting.

VIII. NEXT MEETING DATES

1. Governance Committee will next meet at 1:30 PM on July 23rd in the Wethersfield Library.
2. Items for July meeting agenda:
 - Strategic Plan Review
 - Summary of PHAB domain review

IX. ADJOURNMENT

A MOTION was made by Brown, seconded by Sartucci to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 4:10 PM.

Respectfully submitted,

Charles K. Brown, Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: **June 18, 2018**