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## **BOARD OF HEALTH GOVERNANCE COMMITTEE**

**June 13, 2017**  
**Meeting Minutes**

- I. CALL TO ORDER.** Judith Sartucci filled in for Chairman Carolyn Wysocki who was unable to attend this meeting. She called the meeting to order at 2:05 PM in the Community Room, Berlin Library, Berlin, CT.  
**Present:** Charles Brown (Director of Health) and Judith Sartucci  
**Excused:** Carolyn Wysocki. **Quorum present.**  
**Staff Present:** Ann Hartman **Notice posted:** June 12, 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. **MOTION CARRIED UNANIMOUSLY.**
- IV. APPROVAL OF MINUTES**  
**A MOTION** was made by Sartucci, seconded by Brown, to approve the minutes of the May 9, 2017 Committee meeting with minor technical changes. **MOTION CARRIED UNANIMOUSLY.**
- V. UNFINISHED BUSINESS**
- 1. Accreditation Plan Update**
- Brown reported that agency work on the opioid stakeholder meetings and walking competition had limited work on accreditation activities during the past month.
  - Sartucci reminded he and Hartman that documentation of these efforts will be useful when the agency begins putting together the PHAB application and to pay particular attention to documentation of meetings (e.g., use of minutes versus notes).
  - No further update at this time.
- VI. NEW BUSINESS**
- 1. Review of PHAB Domain 12 Standards and Measures**
- Committee reviewed PHAB Domain 12 (Governance) and identified examples of agency activities and ways to improve documentation. Consensus of group is that the agency was doing well in this Domain and the one area for improvement was development of the agency's performance management system.

## **GOVERNANCE COMMITTEE**

**June 3, 2017 Meeting**

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- Committee will review PHAB Domain 11 (Administration) at its next meeting, as well as two areas previously discussed with the Human Resources Committee (Domain 8 – Workforce and the section on the agency’s Human Resource system under Domain 11).

### **VII. NEXT MEETING**

1. Governance Committee will continue to meet at 2 PM on the second Tuesday of each month.
2. Next meeting date will be rescheduled as Brown will be away. Items for agenda:
  - Accreditation Preparedness Planning and review of Domain 8 & 11
  - CCHD Logo
  - Conflict of interest policy revisions

### **VIII. ADJOURNMENT**

**A MOTION** was made by Brown, seconded by Sartucci to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 3:15 PM.

Respectfully submitted,

Charles K. Brown Jr.  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: July 25, 2017**