



Central Office: 505 Silas Deane Highway, Wethersfield, CT 06109 Phone (860) 721-2822 Fax (860) 721-2823
 Berlin: 240 Kensington Road, Berlin, CT 06037 Phone (860) 828-7017 Fax (860) 828-9248
 Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533
 Rocky Hill: 761 Old Main Street, Rocky Hill, CT 06067 Phone (860) 258-2770 Fax (860) 258-2767
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BOARD OF HEALTH GOVERNANCE COMMITTEE

July 25, 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 2:15 PM in the Board Room, Berlin-Peck Memorial Library, Berlin, CT.
Present: Charles Brown (Director of Health) and Judith Sartucci
Excused: Carolyn Wysocki. **Quorum present.**
Staff Present: Ann Hartman **Notice posted:** July 24, 2017
- II. PUBLIC FORUM:** no one from the public was present.
- III. ADOPTION OF MEETING AGENDA**
A MOTION was made by Brown, seconded by Sartucci, to adopt the agenda as presented. **MOTION CARRIED UNANIMOUSLY.**
- IV. APPROVAL OF MINUTES**
A MOTION was made by Brown, seconded by Sartucci, to approve the minutes of the June 13, 2017 Committee meeting. **MOTION CARRIED UNANIMOUSLY.**
- V. UNFINISHED BUSINESS**
- 1. Postponed Agenda Items**
 - Committee decided to pick up discussion on agency logo and conflict of interest policies when Wysocki is available to rejoin committee meetings, hopefully in August.
 - 2. PHAB Domain Review**
 - Committee reviewed the standards and measures required for PHAB Domains 8 and 11 and identified examples of agency activities and ways to improve documentation.
 - Consensus of group is that the agency was doing well in these Domains and the two major areas for improvement was development of the agency's performance management system and improved documentation of required policies, procedures, meeting minutes, etc.
- VI. NEW BUSINESS.** None.

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VII. NEXT MEETING

1. Governance Committee meet at 2 PM on August 8, 2017.
2. Items for August meeting agenda:
 - Accreditation Preparedness Planning and review of Domain 9 and 10
 - Addition of and focus on postponed agenda items (agency logo, COI policy revision, etc.) if Wysocki is available for meeting.

VIII. ADJOURNMENT

A MOTION was made by Brown, seconded by Sartucci to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 4:15 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: August 8, 2017