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Approved  
8/5/14

## **BOARD OF HEALTH**

### **GOVERNANCE COMMITTEE MEETING**

**Rocky Hill Town Hall-Second Floor  
Conference Room, 761 Old Main St  
Rocky Hill, CT**

**July 8, 2014**

#### **Minutes**

**A. Call to order and attendance.** Meeting called to order at 6:45 PM.

Attending: Margaret Hanbury (Chair), Judy Sartucci, Carolyn Wysocki, and Nancy Brault, Interim Director of Health

Absent: none

Quorum present.

Date Notice Posted: June 30, 2014

**B. Public Forum** – No one from the public was present.

**C. Review and Reorder Agenda**

**A MOTION was made by Sartucci, seconded by Wysocki to amend the Agenda by adding item to E1., “personnel issues” under Executive Session. MOTION CARRIED UNANIMOUSLY.**

**A MOTION was made by Sartucci, seconded by Wysocki to amend the Agenda to adding item G4., “proposed logo for CCHD” under New Business. MOTION CARRIED UNANIMOUSLY.**

**D. Approval of Minutes and Working Notes (May 28, 2014)**

**A MOTION was made by Sartucci, seconded by Wysocki to accept the May 28, 2014 Minutes as amended and the Record of Votes as submitted. MOTION CARRIED UNANIMOUSLY.**

**E. Executive Session**

- 1. Executive session for discussion of Holleran contract, medical advisor agreement and personnel issues**

**A MOTION was made by Sartucci and seconded by Wysocki to go into Executive Session at 7:16 PM for the discussion of the Holleran contract, medical advisor agreement, and**

**personnel issues. MOTION CARRIED UNANIMOUSLY.**

**In Executive Session at 7:16 PM: Sartucci, Hanbury, Wysocki, and Brault.**

**Out of Executive Session at 7:52 PM.**

**2. Action on items discussed in Executive Session**

**A MOTION was made by Sartucci and seconded by Wysocki to review the medical advisor contract of Dr. Richard Monticciolo for a clause indicating back up coverage. MOTION CARRIED UNANIMOUSLY.**

**F. Unfinished Business**

- 1. Accreditation readiness report** – Brault provided committee members with an Accreditation Readiness update report dated July 8, 2014 and Self-assessment: Standard and Measures for review.

Members discussed reports and requested additional details concerning the status of work completed in PHAB domains.

Sartucci indicated that Paul Hutcheon completed the first pass review and Norcia with staff completed the second review. Brault agreed to provide additional details and updates during the next meeting using PHAB on- line tools.

- 2. Policy and Procedure Manual revision**

Members discussed policy/procedure templates supplied by Hanbury during the meeting. It was suggested that one format may be used for CCHD policies and the other for procedures. Ultimately the committee agreed that the CCHD template would contain the following items: 1. Purpose 2. Policy 3. Procedure and 4. Responsibilities. The policies would be reviewed annually

Hanbury agreed to forward Brault additional template for personnel policies.

- 3. Board development** – Brault reviewed the July 8, 2014 memo to the Governance Committee noting that \$5,427.00 is remaining from the NACCHO grant for the strategic plan, strategic plan training and CHIP training.

Brault advised that the contract for cultural competency training for staff and volunteers with ZV Consulting is signed. The contract period ends September 30, 2014, and training is yet to be scheduled

**G. New Business**

- 1. FY 2013-2014 Strategic Plan final report** – Members reviewed plan and were pleased at the work completed this past year. Sartucci requested that Brault prepare a final report for the Board meeting.

2. **Review of 2011-2014 Strategic Plan** – Members reviewed overall plan for completion. Brault indicated that some items needed to be addressed as shown on the plan submitted to the committee. Other items will need to be reviewed to determine if they need to be added to the next CCHD strategic plan. Wysocki requested that Brault submit a final report to the Board. Wysocki will provide Brault with a template for the report.
3. **Funding for strategic planning session** – Brault reviewed the July 8, 2014 Memo to the Governance Committee. Approximately \$5,000 is left over to develop the Strategic Plan. Members discussed the need to obtain a consultant to complete CCHD's plan. Sartucci indicated that she would attempt to locate a consultant.
4. **Proposed logo for CCHD** – Wysocki created and presented several CCHD logo's for review by the Committee. The members were impressed by her creations and selected two design options that will be forwarded to the Board for a vote.

**H. Next meeting date** – August 5, 2014 at 6:00 PM

**A MOTION was made by Wysocki, seconded by Sartucci to Adjourn. MOTION CARRIED UNANIMOUSLY.**

The meeting adjourned at 9:09 PM

Respectfully submitted,  
Nancy Brault, Secretary-Treasurer/  
Interim Director of Health