



BOARD OF HEALTH GOVERNANCE COMMITTEE

August 16, 2016 Meeting Minutes

- I. CALL TO ORDER.** Chairman Carolyn Wysocki called the meeting to order at 6:34 PM in the Second Floor Conference Room, Rocky Hill Town Hall, Rocky Hill, CT.
Present: Charles Brown (Director of Health), Angela Colantonio, Judith Sartucci and Carolyn Wysocki (Chairman)
Excused: no one. **Quorum present.**
Notice posted: August 15, 2016
- II. PUBLIC FORUM:** no one from the public was present.
- III. ADOPTION OF MEETING AGENDA**
A MOTION was made by Sartucci, seconded by Colantonio, to adopt the agenda with the addition of “orientation of new board members, Annual Board Meeting, and Annual Agency Reports” under “New Business.” **MOTION CARRIED UNANIMOUSLY.**
- IV. APPROVAL OF MINUTES**
A MOTION was made by Colantonio, seconded by Sartucci, to approve the minutes of the July 12, 2016 Committee meeting with correction of some typos. **MOTION CARRIED UNANIMOUSLY.**
- V. UNFINISHED BUSINESS**
- A. Community Health Improvement Plan – Update**
- Brown provided an update on activities surrounding the CHIP with area hospitals and community groups.
 - He also updated the Committee on role of groups involved in ACHIEVE Health
 - The 4 member town walking competition was highly successful. Walking and exercise in general is an area that local hospitals are looking at as part of their required community benefits programs.
 - Brown thanked Colantonio for her help to Ann Hartman, Assistant Director for Community Health, and her staff with data collection via a Survey Monkey of all the participants after town walking competition.
 - In follow-up to the June program in Newington on the opioid epidemic a CCHD program for first responders in the 4 member towns is tentatively planned for Sept. 13th.

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- Brown and staff also met yesterday with Andrea Lombard of DPH Hepatitis Program on CCHD Hepatitis C data and possible outreach to high risk groups in the health district.

B. Strategic Plan Review

- Brown reviewed with Committee members the current strategic plan, status of initiatives, and plans to move ahead with initiatives now that new staff members were on board.
- Cheryl Kissinger has set up an excel sheet with separate tabs for FY 2016-17 and other years of the Plan to make monitoring easier.
- Committee recommends planning two major updates to the Board - at its December and its June Board meetings.

C. Accreditation Planning

- Brown and Hartman, who will eventually serve as the agency's accreditation coordinator, have each completed the PHAB online introduction to accreditation and agency planning.
- Sartucci reported on PHAB update from the recent NALBOH Conference. PHAB is developing another process for local health agencies with a population under 50,000 or 10 or fewer full-time staff. PHAB data on local health departments shows that about 50% of the LHD's in this country are serving populations of less than 50,000. PHAB is looking at an intermediate designation along the lines of the Pathways to Excellence model that the American Nurses Association uses for its Magnet Hospital Accreditation Program. Not published yet - but agency will look at it when PHAB rolls it out.
- Brown attended a program on performance management as part of the annual NACCHO convention held recently in Phoenix, AZ, and is pulling together senior staff to look at implementation of QI at the agency perhaps starting with the shift to agency-wide file access in the Cloud as one project.
- Sartucci and Brown met with Hartman and EP Coordinator Judy Torpey in July and looked at Standard 5.4 of PHAB Domain 5 (Emergency Hazards and Operations Planning) and agency compliance as well as planning for agency accreditation. Most of criteria are in place for this Standard.

D. Conflict of Interest Policy Revisions

- Sartucci distributed a draft revision to the COI Policy for Board Members
- Committee to review and discuss at its next meeting in September. Committee's intent is to have revisions, once approved by Board, become effective in 2017
- Sartucci will proceed with distribution of current policy and forms for Board to complete at its September meeting. Copies given to new Board members at their orientation last month.

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C. Advocacy Issues – Need for special committee

- Sartucci and Brown reviewed the handling of advocacy issues and of legislative testimony/contacts with elected officials during the recent state legislative session and congressional session and discussed how best to handle.
- Pros and cons of using the Executive Committee versus a specially appointed committee were discussed. They recommend against using the Executive Committee for such an assignment although this Committee would have to step in between Board meetings and approve certain actions on behalf of the Board.
- Committee agreed to present to the Board a recommendation to establish a special committee of interested board members each session to do so.
- Wysocki asked about status of correspondence with our US senators and Congressman regarding gun violence and support of gun control. No done yet, but will be done in the next few days. Brown to draft.

VI. NEW BUSINESS

I. NACCHO Conference

- Brown reported on the highlights of the recent NACCHO Conference in Phoenix, AZ. Will include in his report at the September Board meeting.

B. NALBOH Conference

- Sartucci reported on the highlights of the recent NALBOH annual meeting in St. Louis, MO.
- Board orientation and board development were key issues this year.
- The PH Training Center at the University of Michigan SPH has developed a 7 module board orientation program. Feedback was provided from participants at the conference. When finalized it will be available online for boards to use.
- Sartucci would like to make available module by module to all board members, not just new board members, as it contains good material on public health and board roles.
- She will send information on the session handouts when they are available.

C. Board Development – Orientation of New Board Members

- An orientation of newly appointed board members was done by Sartucci and Brown on August 2, 2016.
- Revisions to the current Board Orientation and Resource Manual were done and served as a guide. Sartucci distributed new table of contents to committee for review.

D. Annual CCHD Meeting

- Wysocki raised the issue of having an annual board meeting each year and inviting the leadership of the towns, community groups, etc.
- Agency's 20th anniversary is this year, but no formal celebration yet planned.

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- Brown will draft out some ideas and email to Committee.

E. Annual CCHD Reports

- Brown distributed copies of the agency's new FY 2015 report.
- An outside consultant was used. Modification of the agency logo was done for this report and agency will continue to use.
- Working on the FY 2016 report. Sartucci again asked that this be ready annually for the fall presentations to the Town Councils.

IV. Continuity of Health District Membership - Executive Session

A MOTION was made by Sartucci, seconded by Colantonio to go into Executive Session pursuant to Conn. Gen Stat 1-200(6)(A) to discuss issues and strategies related to continuity of Health District membership. **Motion approved unanimously.**

In executive session at 8:34 PM. Present: Brown, Colantonio, Sartucci and Wysocki. Out of executive session at 8:58 PM. No action on items discussed. Summary:

- Brown has met with new town manager in Newington. Centralization itself is not an issue although there is concern about cost. He will meet individually with the interim town manager for Rocky Hill when appointed and with town manager in Wethersfield as part of his regular contacts with the member Towns.
- Wysocki and Board Member Pat Checko to meet with the town manager in Berlin re: concerns. They identified data and other information they need from Brown for that meeting.
- Brown to set up a follow-up meeting with all the town managers and leadership of the Board in September on the centralization issue
- Brown and Board leadership will meet at some point with the newly reactivated Mid-State Collaborative of the Towns' mayors and managers on the success of health districts as a regional model.

VII. NEXT MEETING

Governance Committee will continue to meet on the second Tuesday of each month. Next meeting will be held on Tuesday, September 13, 2016 at 6:30 PM. Location TBA.

VIII. ADJOURNMENT

A MOTION was made by Colantonio seconded by Sartucci to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 9:00 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: September 13, 2016