



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
 _____ www.ccthd.org _____

BOARD OF HEALTH GOVERNANCE COMMITTEE

**August 8, 2017
Meeting Minutes**

- I. CALL TO ORDER.** Judith Sartucci filled in as Chair for Chairman Carolyn Wysocki who attended this meeting via phone. She called the meeting to order at 2:10 PM in the Board Room, Berlin-Peck Memorial Library, Berlin, CT.
Present: Charles Brown (Director of Health), Judith Sartucci and Carolyn Wysocki (via phone).
Excused: No one **Quorum present.**
Staff Present: Ann Hartman
Notice posted: August 4, 2017
- II. PUBLIC FORUM:** no one from the public was present.
- III. ADOPTION OF MEETING AGENDA**
A MOTION was made by Brown, seconded by Wysocki, to adopt the agenda with the removal of the “Conflict of Interest Policy” under “Unfinished Business. **MOTION CARRIED UNANIMOUSLY.**
- IV. APPROVAL OF MINUTES**
A MOTION was made by Brown, seconded by Sartucci, to approve the minutes of the July 25, 2017 Committee meeting. **In favor: Brown and Sartucci. Opposed: no one. Abstention: Wysocki. MOTION CARRIED.**
- V. UNFINISHED BUSINESS**
- 1. Agency Communication plan/Branding Strategy**
 - Brown will send the latest version to the Committee for review prior to discussion next month.
 - 2. New Agency Logo**
 - Committee reviewed and commented on sample logos developed by the agency’s communications consultant. Brown will communicate with consultant about how impressed the committee was by the recent work and to ask him to extrapolate from the set of sample logos for the next meeting.

GOVERNANCE COMMITTEE

August 8, 2017 Meeting

Page 2

3. Board Development

- Sartucci reported on the recent annual NALBOH meeting in Cleveland.
- She reported that a number of SALBOH's reported use of the Michigan PHTC generated governance training series by their local boards of health. The training, however, is designed for use online by individuals. It is not known whether it could be adapted to a group training session. Sartucci will contact the PHTC for more information before agency purchases the series.
- Possibilities for board development this coming year discussed.

4. PHAB Domain Review

- Committee continued its monthly review of PHAB domains and reviewed the standards and measures required for PHAB Domain 10 . It identified examples of agency activities and ways to improve documentation in the research area.
- Consensus of group is that the agency was doing well in this Domain. The major areas for improvement are development of an agency IRB protocol and improved documentation of communication with the public about public health research.

VI. NEW BUSINESS. None.

VII. NEXT MEETING

1. Governance Committee will meet at 2 PM on September 12, 2017 in the Berlin-Peck Memorial Library.
2. Items for September meeting agenda:
 - Accreditation Preparedness Planning and review of Domain 9
 - Agency logo
 - COI policy revision

VIII. ADJOURNMENT

A MOTION was made by Wysocki, seconded by Brown to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 3:50 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: September 12, 2017