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## BOARD OF HEALTH GOVERNANCE COMMITTEE

### September 8, 2015 Meeting Minutes

- I. CALL TO ORDER.** Chairman Margaret Hanbury called the meeting to order at 6:05 PM in the Mezzanine Conference Room of the Wethersfield Town Library, Wethersfield, CT.  
**Present:** Margaret Hanbury (Committee Chair), Charles Brown (Director of Health), Angela Colantonio, Judith Sartucci and Carolyn Wysocki (arrived 6:12 PM).  
**Excused:** no one.  
**Quorum present.**  
**Notice posted:** September 4, 2015
- 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 as amended with the addition of NACCHO grant update and bylaws revision update under “Unfinished Business” to reorder and renumber the agenda items under “Unfinished Business” putting the Executive Session at the end and to add “PH Accreditation Changes” and “Ethics and COI issues” under “New Business”  
**MOTION CARRIED UNANIMOUSLY.**
- IV. APPROVAL OF MINUTES**  
**A MOTION** was made by Colantonio, seconded by Sartucci, to approved the minutes of the August 11, 2015 Committee meeting as submitted. **MOTION CARRIED UNANIMOUSLY.**
- V. UNFINISHED BUSINESS**
- A. Update on Strategic Planning Process**
- Brown presented a draft strategic planning framework and strategic objectives for Committee review and asked for feedback by email or telephone over the next week.
  - Once provided, he will finalize SMART objectives with staff and present to Committee at its October meeting and then to the Board.
  - Committee members provided feedback and Brown clarified process.
- Wysocki arrives at 6:12 PM.
- B. Update – Community Health Improvement Plan (CHIP)**
- Brown updated the Committee on the changes to the ACHIEVE Coalition, the expansion of the group and his efforts with the Committee to develop the CHIP.

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### C. Board and Staff Development

- Brown presented a draft revision of the agency's Workforce Development Plan projecting it out 3 years and asked for Committee feedback.
- Revised plan has flexibility built in as circumstances or public health issues change; has leadership and management activities built in for Director of Health and supervisory staff.
- Brown is using this model in the staff's annual evaluations and building into each one's individual development plan.
- Suggestions: include a summary of FY 2014-15 activities; list the Board's by the six Governance Functions proposed by NALBOH instead of the core competencies used for professional staff; plan for another gap analysis in FY 2017-18.
- Board will have a session on confidentiality and FOIA issues at its November meeting (due to need to change its fall meeting schedule).

### D. Update - NACCHO Funding for Accreditation Readiness

- Brown advised the Committee that the agency is not eligible to apply because it was funded in a previous grant cycle.
- He will continue to look for other funding opportunities to support the agency's efforts to establish a performance management system.
- Committee suggested that Brown may just need to budget and hire a consultant to assist in the development of such an agency system that would include QI.

### D. Update - Proposed Bylaws Change

- Reviewed by Attorney Priya Morgenstern of Pro Bono Services and no further changes recommended.
- Packet ready for Board review and action at its Sept. 10, 2015 meeting.

### E. Proposed Agency Policy on Climate Change

- Wysocki presented a draft resolution that she and Sartucci worked on
- Current issue of NACCHO-Connect showcases its work on climate change policy and includes a fact sheet on steps to operationalize climate change in a local health department. Will include in information sent to the Board.
- Wysocki suggested one change in wording.

**A MOTION** was made by Sartucci, seconded by Colantonio, to recommend to the Board adoption of this resolution and endorsement of NACCHO's policy on climate change. **MOTION CARRIED UNANIMOUSLY.**

## VI. NEW BUSINESS

### A. Update on Public Health Accreditation Board (PHAB) Process

Sartucci distributed and discussed information on recent changes in the PHAB process for public health accreditation and how it would affect agency timelines and efforts to ready the CCHD for accreditation as a local public health agency.

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- Given the major changes planned, or already underway, in many different areas (centralization and eventual move to new office, revision of personnel policies and procedures, hiring of new staff, review of program procedures, etc.) Brown was advised to make sure that each consultant he works with has the PHAB guidance and that all the agency's programs and services are beginning to address the guidance in Version 1.5 of the PHAB Standards and Measures.
- Issue of branding, marketing, need for a communications plan and a new logo was raised. Brown will pursue.
- Committee discussed the next steps for agency. Brown to convene a new internal group to again walk through the requirements and get a baseline on where the agency is. He will pull in assistance from Committee, Board and others as needed. Some of the Domains (such as 11 and 12 and parts of others) will be discussed directly with this Committee.
- Hanbury to add a standing agenda item of "Accreditation Readiness" under "Unfinished Business" for each Committee meeting.

### B. Ethics Issues and COI

- Sartucci distributed information from NACCHO dealing with ethics and ethical issues in public health agencies. This is a new measure under Version 1.5 for PHAB accreditation.
- Sartucci suggested that a framework be developed where an agency code of public health ethics is adopted, the code of conduct in the current personnel policies is revised, the conflict of interest (COI) policy and annual filings by Board and staff are also revised, and any related issues, policies or procedures are pulled under one umbrella in the agency rather than in their own "silos" as they are now.
- COI statements under the current policy will be distributed to Board and staff this month for filing. New policy framework would be developed and take effect next year.
- Sartucci will work with Brown on this. Brown will alert Attorney Mehta so she can include in her personnel policies and procedures revisions that are underway.

## VII. NEXT MEETING

Next meeting will be: Tuesday, October 13, 2015 at 6:00 PM in the second floor conference room of the Rocky Hill Town Hall.

## VIII. ADJOURNMENT

A MOTION was made by Wysocki seconded by Colantonio to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 7:52 PM.

Respectfully submitted,

Judith A. Sartucci  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE:**\_\_\_\_\_