



BOARD OF HEALTH

GOVERNANCE COMMITTEE

September 9, 2014 Meeting

Minutes

- I. CALL TO ORDER AND ATTENDANCE.** Chairman Margaret Hanbury called the meeting to order at 6:22 PM in the second floor conference room of the Rocky Hill Town Hall.
Present: Margaret Hanbury (chair), Judy Sartucci and Carolyn Wysocki
Excused: Nancy Carol Brault
Quorum present.
Notice posted: September 8, 2014
- II. PUBLIC FORUM :** No one from the public was present.
- III. REVIEW AND REORDER AGENDA**
A **MOTION** was made by Wysocki, seconded by Sartucci, to amend and reorder the agenda to delete the executive session, action on items discussed in executive session and the asthma grant; to add Holleran contract under unfinished business; and to add cultural competency training and other board offerings under “board development” and “annual committee agenda” under new business.
MOTION CARRIED UNANIMOUSLY.
- IV. APPROVAL OF MINUTES**
A **MOTION** was made by Sartucci, seconded by Wysocki to approved the record of votes of the August 5, 2014 Committee meeting as submitted and to approve the minutes of the August 5, 2014 Committee meeting as amended by the Committee.
MOTION CARRIED UNANIMOUSLY.
- V. UNFINISHED BUSINESS**
A. Accreditation update
Committee reviewed the agency accreditation team agendas provided by Brault. No minutes of sessions provided. No summary of the team’s review of each domain’s status available.
A decision was already made by Board not to have agency submit and begin its PHAB application at the end of November and let its Statement of Intent (SOI) deadline at the end of November pass.

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Next steps:

1. Ask Brault or new director of health to notify PHAB that CCHD will not be applying for accreditation at this time due to personnel changes underway and that it will resubmit another SOI sometime in 2015. Sartucci will provide draft language for DOH.
2. Reevaluation of agency status and process by new director of health.
3. Plan a session on PHAB and national public health accreditation for Board this coming year (part of Board Development).

B. Policy and Procedure Manual update

Brault was to provide a sample of how new policy format could be applied – put into an example for the Committee -- but not provided. No action possible at this meeting.

Human Resources Committee is reviewing the agency policies and procedures with suggested changes sent by the Board's attorney. Governance Committee sees its role in assuring that agency policies beyond personnel, such as communications, are identified, collected and reviewed, or developed and implemented as needed.

Next steps: Brault to provide sample showing use of suggested policy format.

C. Board Development

1. Cultural competency training for staff and board – contract with Heidi Zavatore-Veth in process. Board identified and is holding Nov. 3, 6-8 PM, location – TBD – need confirmation from Brault.

Next steps:

- a. Sartucci may need to call, discuss content directly and answer consultant questions, alert to new director of health appointment.
 - b. Committee reminder to Board for new strategic plan: include objective and strategies to promote diversity on Board and staff.
2. Other suggested areas of development
 - a. strategic planning training and prep;
 - b. public health accreditation;
 - c. update on legal issues for boards of health;
 - d. a presentation by CIRMA representatives on board liability, indemnification and risk management;
 - e. an activity related to team building
 - f. ethics, conflict of interest, code of conduct
 - g. understanding FOI requirements

Pattern of presentation discussed – ½ hour versus whole session

Treat auditor presentation and similar activities as board development activities.

D. Strategic Plan – next steps

- a. End of three year plan – present report of results of third year at September Board meeting for Board approval
- b. Look with new DOH at options for strategic planning for Board and staff
- c. Target November board orientation session
- d. Clarify strategic plan bridge for this year - anything that has momentum should continue
- e. Focus for Brault in transition:
 - Completion of items referenced in these minutes
 - Outline areas not completed in 3 year strategic plan, status and use as a basis for “bridge plan.”

E. Community Health Improvement Planning Initiative/Holleran Contract

1. Most recent draft of the community health assessment conducted by Holleran Consulting was reviewed by Committee and discussed.
A MOTION was made by Wysocki, seconded by Sartucci to recommend to the Board acceptance of the Community Health Assessment completed by Holleran Consulting.
MOTION CARRIED UNANIMOUSLY
2. Most recent draft of the community health improvement plan drafted by Holleran Consulting was reviewed by Committee and discussed. Major concerns remain and Committee requests the following:
 - Mark CHIP as “draft”
 - Remove priority that lists “access to care”
 - Look at language listed in back of CHIP document –lists next steps
 - Consider a public hearing in each town to present and to discuss and get input on CHA as basis for CHIP
 - Treat as a “phase I draft” and work with new DOH to go on to phase II.

A MOTION was made by Sartucci, seconded by Wysocki to recommend to the Board acceptance of the Community Health Improvement Plan completed by Holleran Consulting as a draft for Phase I of the agency’s work, request some revisions to the draft, and then have DOH close out contract.

MOTION CARRIED UNANIMOUSLY.

Committee also recommended review by new DOH followed by discussion with Committee as to how to best pick up process with community partners and eventually complete.

VI. NEW BUSINESS

A. Annual Committee Agenda

Committee members reviewed the Governance Committee charge in the Bylaws:

1. *“Periodically review bylaws for compliance with state law*
2. *Draft bylaws revisions as needed and make recommendations to the board*
3. *Review board governance issues*
4. *Identify the need for and make recommendations re: board development and new Director orientation*

5. *Review appointments to the Board*
6. *Assist the Board in the formulation of policies and procedures pursuant to its overall charge; and*
7. *Assume other duties as requested by the Board.”*

The Committee identified and reviewed the following activities for its annual agenda this coming year (2014-15):

1. **Bylaws** – no proposed changes planned or anticipated
2. **Board Development** – as previously discussed, will look at sessions on cultural competency for boards; strategic planning; public health accreditation; update on legal issues for boards of health; a presentation by CIRMA representatives on board liability, indemnification and risk management; and possibly an activity related to team building.
3. **Policy Issues** – propose framework for formulation and standardization of policies and procedures;
4. **Board Appointments** – will continue to review annually in the spring, have the Board Chairman contact each Town with reminders and distribute information sheet for potential board members; also revise and improve the Board orientation process.
5. **Oversight of special issues on behalf of the Board**
 - Accreditation Readiness – work with the director of health to plan and implement process in agency
 - Community engagement – health improvement planning – work with the director of health to complete process
 - Strategic Planning – work with the director of health to plan and implement process for agency

A MOTION was made by Wysocki, seconded by Sartucci to move forward the proposed Committee agenda for 2014-2015 to the Board for its approval
MOTION CARRIED UNANIMOUSLY.

VII. NEXT MEETING

The Committee recognized that October will be a month of transition for the agency. However, given the importance of this Committee’s work, an orientation for new director of health and planning meeting is scheduled for Tuesday, October 14, 2014 at 6:00 PM in the Rocky Hill Town Hall (second floor conference room).

VIII. ADJOURNMENT

A MOTION was made by Sartucci, seconded by Wysocki to adjourn.
MOTION CARRIED UNANIMOUSLY. Meeting adjourned at 8:22 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

APPROVED BY COMMITTEE: October 14, 2014