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BOARD OF HEALTH GOVERNANCE COMMITTEE

**September 12, 2017
Meeting Minutes**

- I. CALL TO ORDER.** Judith Sartucci filled in as Chair for Chairman Carolyn Wysocki who attended this meeting via conference call. She called the meeting to order at 2:20 PM in the Board Room, Berlin-Peck Memorial Library, Berlin, CT.
Present: Charles Brown (Director of Health), Judith Sartucci and Carolyn Wysocki (joined at 2:35pm via phone).
Excused: No one **Quorum present.**
Staff present: Ann Hartman
Notice posted: September 11, 2017
- II. PUBLIC FORUM:** no one from the public was present.
- III. ADOPTION OF MEETING AGENDA**
A MOTION was made by Brown, seconded by Sartucci, to adopt the agenda with the removal of the “Conflict of Interest Policy” and “Board Development” under “Unfinished Business. **MOTION CARRIED UNANIMOUSLY.**
- IV. APPROVAL OF MINUTES**
A MOTION was made by Sartucci, seconded by Brown, to approve the minutes of the August 8, 2017 Committee meeting. **MOTION CARRIED UNANIMOUSLY.**
- V. UNFINISHED BUSINESS**
- 1. Agency Communication plan/Branding Strategy**
- Brown shared a draft of the Communication Plan developed by the agency’s consultant.
 - For the next meeting, he will send the latest version to the Committee for review prior to discussion to bring people back to where the draft product from the consultant was when we last discussed.
 - Brown reported that the selection of the logo would allow for finalization of the plan and branding strategy, which would be an annex to the plan. Sartucci commented that the current draft was very focused on the community health aspects of the agency and the final plan should encompass all agency activities. Committee agreed and Brown will take comments to consultant.

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2. New Agency Logo

- Committee reviewed and commented on sample logos developed by the agency's communications consultant. Brown will communicate with consultant to see if there could be some minor modifications to the logo selected by the committee.
- **A Motion** was made by Wysocki, seconded by Sartucci to move the draft to the Board for comment at its Sept. 21st meeting. **MOTION CARRIED UNANIMOUSLY.**

3. PHAB Domain Review

- Committee continued its monthly review of PHAB domains and reviewed the standards and measures required for PHAB Domain 3. It identified examples of agency activities and ways to improve documentation in the communication and health promotion area.
- Consensus of group is that the agency was doing well in this Domain. The major areas for improvement are improved documentation of communication process and methodology along with how the agency addresses health equity and access to information from all audiences in the public.

VI. NEW BUSINESS. None.

VII. NEXT MEETING

1. Governance Committee will meet at 2 PM on October 10, 2017 in the Berlin-Peck Memorial Library.
2. Items for October meeting agenda:
 - Agency logo
 - COI policy revision
 - Board development – Governance Series

VIII. ADJOURNMENT

A MOTION was made by Wysocki, seconded by Brown to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 4:15 PM.

Respectfully submitted,

Charles K. Brown, Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: October 10, 2017