



BOARD OF HEALTH GOVERNANCE COMMITTEE

September 13, 2016
Meeting Minutes

- I. CALL TO ORDER.** Chairman Carolyn Wysocki called the meeting to order at 6:31 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: September 9, 2016
- II. PUBLIC FORUM:** no one from the public was present.
- III. ADOPTION OF MEETING AGENDA**
A MOTION was made by Sartucci, seconded by Brown, to adopt the agenda as amended with the removal of “COI Policy” and the addition of PHAB Accreditation under “Unfinished Business” and the addition of “Bylaws” and “Governance Issues” under “New Business.” **MOTION CARRIED UNANIMOUSLY.**
- IV. APPROVAL OF MINUTES**
A MOTION was made by Brown, seconded by Colantonio, to approve the minutes of the August 16, 2016 Committee meeting with an addition under “IV. – Executive Session” noting that no action was taken on items discussed in executive session. **MOTION CARRIED UNANIMOUSLY.**
- V. UNFINISHED BUSINESS**
A. Community Health Improvement Plan – Update
1. DPH Summit on the SHIP
- Brown, Sartucci, Wysocki and Pat Checko attended the September 8th summit sponsored by DPH to review the State Health Improvement Plan (SHIP). The reports of several of its action committees and work sessions that Committee members attended were reviewed and discussed.
 - General concern over how to integrate the work that CCHD is doing with the SHIP and its objectives expressed. Will continue to participate on various work groups and follow activities.

2. HCC Community Forum on Community Health Improvement Planning

- Brown, Wysocki and Jerilyn Nagel attended the September 13th Community Forum sponsored by HCC and its hospital partners to review the Community Health Needs Assessment it had completed, data results and plans going forward. Brown and Wysocki reported on the Forum and discussed tie-in with a future agency community health assessment.

B. PHAB Accreditation Readiness Planning

- Sartucci and Brown met recently to review PHAB Domain 12 (Governance). Most of criteria are in place at CCHD for these Standards. Sartucci will begin to do an annual review of Board activities in September and again in March. Brown will work out a review with his senior/supervisory staff of Board activity semi-annually and more often as needed.
- Sartucci and Brown will continue to meet periodically to look selected PHAB standards and measures to guide the changes underway either in the agency or related to Board function.
- Sartucci and Wysocki reported on the recent webinar on PHAB policy and procedural changes sponsored by the Public Health Foundation and PHAB. Sartucci will send the link to the webinar and its PPT to Committee members for their information and review.
- Committee will look at public health accreditation issues again when PHAB does its next rollout of changes (anticipated for early 2017).

C. Conflict of Interest Policy Revisions

- Postponed to the next Committee meeting.
- Sartucci asked for feedback from Committee members on the draft distributed at the last meeting. Please email comments to her.

D. Advocacy Issues

- Correspondence drafted to our US senators and congressman regarding gun violence and gun control. Will be sent out tomorrow. A major focus is on support to free up and allow gun violence research by CDC.
- Committee to raise issue of advocacy at next Board meeting and whether to best be monitor by Executive Committee or to approve creation of a special committee. No specific recommendation from Governance Committee.

VI. NEW BUSINESS

A. Strategic plan for FY 2016-17

- Brown reviewed the spreadsheet for agency strategic planning activities set up by Brown to monitor progress
- Role of Board and role of Committee in strategic plan oversight discussed

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- Going forward Governance Committee will plan periodic reviews throughout the fiscal year
- Board will review progress for current fiscal year each January and June
- Over the summer Governance Committee will look at draft for new fiscal year and finalize goals and objectives
- In September the Committee will bring to Board for review and approval of any major changes
- Brown discussed need to address outcomes versus outputs
- Overall he and Committee need to look at how activities are “moving the needle forward” on health improvement in the health district
- Governance Committee needs to do good reporting out of its reviews to board
- Brown needs to tie the strategic planning objectives and progress into each of his monthly reports.

B. Regionalization of Local Health Departments in Connecticut

- Regionalization of local health departments in CT is again emerging as a major issue. Dr. Raul Pina, the Commissioner of Public Health, plans to move forward a proposal this next legislative session to mandate public health regions across the state. Details have not yet been released.
- CADH will meet with Dr. Pina on September 15th (Ann Hartman to represent Brown at that meeting as he has a panel presentation at the same time).
- Will discuss at next Committee meeting when Brown has more information from DPH.

C. Agency Branding Project

- Brown continues to work with consultant Alberto Bonello of Influential Designs (Connecticut) in Hartford on a branding strategy for CCHD
- Completed communication questionnaire
- Consultant also worked on agency’s 2015 annual report and enhanced the CCHD logo.

D. Bylaws

- In reviewing the Board bylaws on an unrelated issue Sartucci found no indemnification clause. Historically, member towns indemnify their appointees to Boards and Commissions, so a former Board attorney did not think indemnification of Board members was needed.
- However, in revisiting the issue CCHD is a separate agency, not a board or commission of any one member town. Also, the director of health and acting director of health (when filling in for the director of health) are not covered by municipal indemnification. Lastly, question of whether staff members, consultants and other agents of the Board or agency need to be also formerly identified in the bylaws as “indemnities.”

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- Brown to check the staff indemnification issue with Board labor attorney as part of the HRC's work on the personnel policies revisions that are currently underway. Will also raise the issue of board and consultant/agent indemnification. If needed will make bylaws change.
- Sartucci provided sample language in case a change is needed.

E. Governance Issues

- Sartucci reported briefly on the work she and Brown are doing on standardization of Board related activities with administrative staff and affecting committees – formats for meeting agendas and minutes, postings, etc.

IV. Continuity of Health District Membership - Executive Session

A MOTION was made by Colantonio, seconded by Sartucci 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 8:55 PM.

No action taken on items discussed in executive session.

- Brown to set up a follow-up meeting with all the town managers and leadership of the Board in late 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, October 11, 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 8:56 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: October 11, 2016