



BOARD OF HEALTH

GOVERNANCE COMMITTEE

October 6, 2015 Meeting **Minutes**

- I. CALL TO ORDER.** Chairman Margaret Hanbury called the meeting to order at 6:05 PM in the second floor Conference Room of the Rocky Hill Town Hall, Rocky Hill, CT.
Present: Margaret Hanbury (Committee Chair), Charles Brown (Director of Health), Angela Colantonio, Judith Sartucci and Carolyn Wysocki (arrived 6:40 PM).
Excused: no one.
Quorum present.
Notice posted: October 2, 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 discussion of the “Workforce Development Plan” under “Accreditation.”
MOTION CARRIED UNANIMOUSLY.
- IV. APPROVAL OF MINUTES**
A MOTION was made by Colantonio, seconded by Sartucci, to approved the minutes of the September 8, 2015 Committee meeting as submitted. **MOTION CARRIED UNANIMOUSLY.**
- V. EXECUTIVE SESSION** – none held. Contract negotiations with AFSCME continue.

Wysocki arrived at 6:40 PM.

VI. UPDATE – STRATEGIC PLANNING PROCESS

- Brown presented a revised strategic planning draft in largely narrative form with SMART objectives. He has a larger draft with more implementation detail that is more of management plan.
- He thanked Committee for their feedback on the last draft.
- Sartucci provided some written editorial changes which Brown will incorporate into this draft along with other changes suggested this evening by Committee members.
- Committee members provided additional feedback and Brown clarified process.
- Cultural competency (specifically an agency audit using CLAS standards) and an

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ethical component along the lines of what was discussed at the last Committee meeting will need to be address and incorporated into agency planning at some point.

A MOTION was made by Sartucci, seconded by Colantonio, to recommend to the Board approval of the strategic plan with some editorial changes. Concerns re: metrics discussed and Brown will continue to work on these.

MOTION CARRIED UNANIMOUSLY

Narrative draft will be included in the monthly packet to the Board.

VII. UPDATE – ACCREDITATION PROCESS

A. Board and Staff Development

- Brown presented a revised draft of the agency's Workforce Development Plan with changes suggested at the last Governance Committee and Board meetings.
- Sartucci will provide some ideas on a format for reporting out last year's training in report.

B. Accreditation Committee

- Brown unable to operationalize until new staff positions are filled
- Process in agency is underway, but no firm timetable has been set.

VIII. NEW BUSINESS

A. Advocacy Issue

- With the state legislative session coming up soon it was suggested that a review of the Board's Advocacy Policy may be appropriate at the next Board meeting.
- Members concerned that when support for an issue or action is requested that it be prepared and done in accordance with established Board policy.
- Hanbury asked that it be put on Board agenda for review; Committee concurred.

IX. NEXT MEETING

Next meeting will be held on Tuesday, November 8, 2015 at 6:00 PM in the second floor conference room of the Rocky Hill Town Hall. Governance Committee will continue to meet on the second Tuesday of each month.

X. ADJOURNMENT

A MOTION was made by Colantonio seconded by Wysocki to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 7:48 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: January 12, 2016