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BOARD OF HEALTH GOVERNANCE COMMITTEE

**October 10, 2017
Meeting Minutes**

- I. CALL TO ORDER.** Chairman Carolyn Wysocki chaired this meeting via conference call. She called the meeting to order at 2:15 PM in the Board Room, Berlin-Peck Memorial Library, Berlin, CT.
Present: Charles Brown (Director of Health), Judith Sartucci and Carolyn Wysocki (via conference call).
Excused: No one **Quorum present.**
Staff present: None
Notice posted: October 6, 2017
- II. PUBLIC FORUM:** no one from the public was present for comment.
- III. ADOPTION OF MEETING AGENDA**
A MOTION was made by Sartucci, seconded by Brown, to adopt the agenda with the removal of the “Conflict of Interest Policy” under “Unfinished Business” and “Strategic Plan Review” under “New Business”. **MOTION CARRIED UNANIMOUSLY.**
- IV. APPROVAL OF MINUTES**
A MOTION was made by Sartucci, seconded by Brown, to approve the minutes of the September 13, 2017 Committee meeting. **MOTION CARRIED UNANIMOUSLY.**
- V. UNFINISHED BUSINESS**
- 1. Agency Communication plan/Branding Strategy**
- Wysocki suggested that the plan be a Strategic Communication Plan and /or an overall agency policy Communication Plan in alignment with the PHAB Accreditation Standards.
 - Brown will request an estimated time of completion of the draft of the Communication Plan developed by the agency’s consultant now that a logo has been completed. Brown reported that the selection of the logo would allow for finalization of the plan and for a branding strategy, which would be an annex to the plan.
 - Committee members again 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. Brown will take comments and additional information on agency activities to the communications consultant. He will also pull the agency’s EP communications plan to share with committee at its next meeting.

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2. New Agency Logo

- Committee reviewed and commented on revised logo developed by the agency's communications consultant. Committee felt that it reflects the changes requested by the Board and is well-done.
- Committee asked for a minor change (previously identified by Board) in the highlighting and stacking of the letters for "CCHD." Brown will communicate change to the consultant.
- Otherwise, Committee felt that the logo is ready to go.

3. Board Development

- CCHD has purchased the "Governance in Action" Webinar series from the University of Michigan Public Health Training Center as recommended by the Committee. In a recently SALBOH conference call it was determined that the series can be used both as an individual learning tool by new board members as well as a group presentation of individual modules on governance to the Board.
- Committee discussed access modes and potential uses in Board development. Committee members will review online and discuss at its next meeting how best to utilize
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- Committee discussed other Board development opportunities for the future
 - The annual auditor's presentation each fall and the annual agency budget review are set up as learning sessions to provide insight on fiscal oversight role by Board members
 - Additionally, having members attend annual agency presentation to town councils gives overview of agency activities
 - Committee suggested having program staff provide short overview of topics that affect the agency (e.g., implementation of the new FDA code; agency's response to the Opioid crisis, etc.). These will be planned during the year in 25-30 minute blocks at board meetings.

VI. NEW BUSINESS. None.

VII. NEXT MEETING

1. Governance Committee will meet at 2 PM on November 14, 2017 in the Berlin-Peck Memorial Library.
2. Items for November meeting agenda:
 - Communication Plan
 - COI policy revision
 - Board development – Governance Series

VIII. ADJOURNMENT

A MOTION was made by Sartucci, 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: December 18, 2017