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## **BOARD OF HEALTH GOVERNANCE COMMITTEE**

**November 8, 2016**  
**Meeting Minutes**

- I. CALL TO ORDER.** Chairman Carolyn Wysocki called the meeting to order at 2:03 PM at the CCHD headquarters at the Wethersfield Town Hall, 505 Silas Dean Highway, Wethersfield, CT.  
**Present:** Charles Brown (Director of Health), Judith Sartucci (via conference call) and Carolyn Wysocki (Chairman – via conference call)  
**Excused:** no one. **Quorum present.**  
**Notice posted:** November 4, 2016
- 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 some editorial changes. **MOTION CARRIED UNANIMOUSLY.**
- IV. APPROVAL OF MINUTES**  
**A MOTION** was made by Brown, seconded by Sartucci, to approve the minutes of the October 11, 2016 Committee meeting as submitted. **MOTION CARRIED UNANIMOUSLY.**
- V. UNFINISHED BUSINESS**
- A. PHAB Accreditation Readiness Planning**
- Both Brown and Asst. Director of Health Ann Hartman have completed the online PHAB introductory training for agencies interested in applying for PHAB accreditation.
  - They have begun use of preparation checklist. Will need a systematic plan to address standards and measures.
  - Agency needs to begin to plan for its next CHA and to look at how to work with hospitals on their CHNAs.
  - Committee will look CHA discussion in more detail at its December meeting.

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### **B. Strategic plan for FY 2016-17**

- Revisions approved by the Board at its October 15, 2016 meeting.
- Going forward the Committee will continue periodic reviews throughout the fiscal year
- The Board will review progress for the current fiscal year in January and again in June

### **C. Regionalization of Local Health Departments in Connecticut**

- Brown reported on the DPH legislative initiative to regionalize health departments in CT. Committee will continue to monitor situation.
- The proposal suggested by DPH for statewide regionalization is very problematic for all groups (CCM, COST, CADH, local board of health, etc.)
- Letter from the CCHD board is being drafted.
- In her role as CABOH chairman Wysocki sent out a newsletter to all the Board of Health Chairmen about the proposed local public health regionalization.

### **D. Branding Strategy**

- Brown is still working on with consultant.
- Will use the enhanced logo in our 2016 annual report and elsewhere.

### **E. Conflict of Interest Policy Revisions**

- Postponed to a future Committee meeting.

## **VI. NEW BUSINESS**

### **A. Planning and management of special CCHD events**

- Committee discussed concerns re: lack of NPHW activities this year and the delay in planning and holding the agency's 20<sup>th</sup> anniversary celebration.
- Need for better planning and management of these activities discussed.
- Brown to look at ways to look ahead, identify and plan these activities beginning with 2017 calendar of events.

### **B. "Public Health 3.0: Call to Action" Document**

- Discussion postponed until next meeting.

### **C. Bylaws**

- The need for a bylaws change related to the role and responsibilities of the Board's Executive Committee was discussed.
- Rather than creating a special committee on advocacy, the Board recently assigned to the Executive Committee the monitoring and action of proposed federal laws and regulations, state legislation and regulations, local ordinances, and other advocacy issues.

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- Also in the agency's 2016 contract with AFSCME Local Unit 818 of Council 4 the Board agreed to have the Executive Committee involved in one step of the employee grievance process rather than the full Board. This will be further codified in the proposed agency personnel policy revisions now before the Board.
- Sartucci provided draft language for a new Section 3 that would allow such assignment of duties and other issues by the Board. Committee concurred that a broadly written section be proposed rather than a "laundry list" of specific assignments.

**MOTION** by Sartucci, seconded by Brown to recommend to the Board that it amend Article V of the Board Bylaws related to the Executive Committee and add a new Section 3 to read: "The Board may further authorize the Executive Committee to assume such duties or to act on the Board's behalf on such issues or in such areas as the Board may determine."

**Motion carried unanimously.**

### **VII. NEXT MEETING**

Governance Committee will continue to meet on the second Tuesday of each month and during the day (unless new members join the Committee and need an evening meeting). Next meeting will be held on Tuesday, December 13, 2016 at 2:00 PM. Location TBA.

### **VIII. ADJOURNMENT**

**A MOTION** was made by Brown, seconded by Sartucci to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 4:05 PM.

Respectfully submitted,

Judith A. Sartucci  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: December 13, 2016**