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BOARD OF HEALTH GOVERNANCE COMMITTEE

**December 10, 2018
Meeting Minutes**

- I. CALL TO ORDER.** Michele Sadlosky served chair for this meeting. She called the meeting to order at 6:05 PM in the Ground Floor Conference Room of the Wethersfield Public Library in Wethersfield, CT.
Present: Michelle Sadlosky, Charles Brown (Director of Health), Judith Sartucci, Lecia Paonessa and Pat Checko.
Excused: No one **Quorum present.**
Staff present: None
Notice posted: December 4, 2018
- II. PUBLIC FORUM:** no one from the public was present.
- III. APPROVAL OF AGENDA**
- IV. A MOTION** was made by Checko, seconded by Sartucci, to approve the agenda as presented. **MOTION CARRIED UNANIMOUSLY.**
- V. APPROVAL OF MINUTES**
A MOTION was made by Checko, seconded by Sartucci, to approve the minutes of the October 17, 2018 Committee meeting as posted.. In favor: Brown, Checko and Sartucci. Opposed: no one. Abstentions: Paonessa and Sadlosky. **MOTION CARRIED**
- VI. UNFINISHED BUSINESS-**
- 1. Board Development**
- Sartucci distributed copies of the Board's 2009 Board Development policy for committee review.
 - The committee discussed potential topics for 2019 including the use of the University of Michigan Governance-in-Action training modules the agency had purchased last year. Committee members will evaluate these modules and provide recommendations for use.
 - Sartucci reviewed the topics and sessions provided to the Board over the last 5 years or so. Committee agreed we should continue with the annual auditor's presentation and presentation of the proposed annual budget as educational sessions for the Board.
 - Checko stated that the Community Health assessment and strategic planning process would provide opportunities for development in the future.
- 2. PHAB Accreditation Update**
 Brown reported that IT consultant is unable to restore PHAB folder on MS

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- SharePoint site. This loss includes the yearlong review by the committee of the 12 PHAB Domains and standards and measures and the tracking system for accreditation set up by Ann Hartman. Staff will have to recreate PHAB review documents from notes to move forward.
- Agency has moved responsibility for SharePoint site to new IT company (Technology Advancing Business of East Hartford) and will work with them to identify appropriate backup strategies for the future.

3. By-Law Revisions

- **Appointment Process update-** Sartucci reviewed the need for clarification in our bylaws that board members must first be formally appointed or reappointed before being seated on the board or participating in its meetings. This was based on a recent board reappointment situation involving the Town of Wethersfield.
- She reviewed the board appointment process and provided suggested language change for the Board's bylaws

A MOTION was made by Checko, seconded by Paonessa, to forward the suggested changes to the Board. **MOTION CARRIED UNANIMOUSLY.** Brown will send copy to the Board's attorney for review prior to Board meeting.

- 4. Robert's Rules of Order for Small Organizations-** Sartucci provided background information. Committee discussed but decided that approach would not meet the Board's obligations as a public agency particularly under the State's Freedom of Information Act.
- 5. Branding Strategies-** Brown updated committee on the efforts to utilize the agency's new Branding manual in conjunction with the impending office move to establish the CCHD brand. Brown will send a copy of the CCHD Branding manual developed in 2017 to committee members for review.

VII. NEW BUSINESS.

1. Goals for the Upcoming Year

- Sartucci reviewed Governance Committee history and the CCHD By-laws that define the committee. The committee discussed activities Governance Committee may address in the coming year.
- These include:
 - Community Health Assessment process to include the development of the Community Health Improvement Plan
 - Oversight of the CCHD Strategic Plan activities
- Brown will share the CADH/Connecticut Hospital Association document about conducting community health assessments with the committee.

2. Conflict of Interest Statements

- The committee discussed the need to revise the current statement
- It recommended using the current form in the interim for the Board, staff and contractors. Brown to send out.

3. Unfilled Board Seats

- Sadlosky reported on potential board member from Newington.
- Sartucci reported on recruitment efforts in Wethersfield.

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- Checko to follow-up to assure open positions are being targeted by individual towns.

VIII. NEXT MEETING DATE

- January 28th at 6pm at the new CCHD Offices at 2080 Silas Deane Hwy in Rocky Hill

IX. ADJOURNMENT

A MOTION was made by Checko, seconded by Paonessa to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 7:55 PM.

Respectfully submitted,

Charles K. Brown, Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: January 28, 2019