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## **BOARD OF HEALTH GOVERNANCE COMMITTEE**

**December 18, 2017  
Meeting Minutes**

- I. CALL TO ORDER.** Judith Sartucci chaired this meeting for Carolyn Wysocki who was unable to attend. She called the meeting to order at 2:00 PM in the Mezzanine Conference Room, Wethersfield Library in Wethersfield, CT.  
**Present:** Charles Brown (Director of Health) and Judith Sartucci  
**Excused:** Carolyn Wysocki **Quorum present.**  
**Staff present:** Ann Hartman  
**Notice posted:** December 15, 2017
- II. PUBLIC FORUM:** no one from the public was present for comment.
- III. ADOPTION OF MEETING AGENDA**  
**A MOTION** was made by Brown, seconded by Sartucci, to adopt the agenda with the addition of “Board Terms” under “New Business”. **MOTION CARRIED UNANIMOUSLY.**
- IV. APPROVAL OF MINUTES**  
**A MOTION** was made by Brown, seconded by Sartucci, to approve the minutes of the October 10, 2017 Committee meeting. **MOTION CARRIED UNANIMOUSLY.**
- V. UNFINISHED BUSINESS**
- 1. Agency Communication plan/Branding Strategy**
- Brown reviewed with committee members the Branding Manual developed by the communication consultant. Comments were positive but follow-up on items concerning use of icons, what logo is to be used in greyscale and correction of agency vision statement will be accomplished before final version presented to Board.
  - Brown reported that Communication plan is still being worked on to add comments from the last review.
- 2. Board Development**
- Sartucci reported that agency has been using the board orientation manual and it has been working well. Ensuring materials are periodically updated is an issue that needs to be addressed. Sartucci suggested that the administrative staff make updates to current materials and then provide to all Board members via USB flash drive at January Board meeting. Brown will send to Sartucci to review beforehand.

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- CCHD has purchased the “Governance in Action” Webinar series from the University of Michigan Public Health Training Center as recommended by this Committee.
  - Committee members reviewed modules and discussed how best to utilize in Board development. Plan will be to start with Module 1 - Primer Part A for Board Meeting in January with a step by step walkthrough of how to access site.
  - Brown will have administrative staff update the Board list and add Ann Hartman for access to these online modules.

**3. Board Terms**

- Sartucci reported that all 14 board positions are now filled. Six members are going to be up for reappointment as of July 1, 2018
- Sartucci will be contacting the four mayors in January to alert each of this.

**VI. NEW BUSINESS.**

**1. Strategic Plan Review**

- Brown reviewed with the committee the status of the agency strategic plan. Committee members made several suggestions including:
  - Provide a written update on CHIP activities to Board
  - Provide a one page summary on customer service survey activities
  - Review performance management system criteria and provide a framework for agency. Norwalk HD model suggested.
  - Seek out information technology consultant prior to centralization of offices
- Brown will make some technical revisions and the committee will discuss how to report progress to the Board at the next meeting.

**2. Committee Meeting Dates**

- Committee discussed the potential to move meetings to the second Monday of the month at 2:00 pm. Brown will develop schedule for distribution.

**VII. NEXT MEETING**

1. Governance Committee will meet at 2:00 PM on January 8, 2017 in the Wethersfield Library.
2. Items for January meeting agenda:
  - Strategic Plan
  - Communication Plan
  - Board development – Governance Series

**VIII. ADJOURNMENT**

**A MOTION** was made by Brown, seconded by Sartucci to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 4:35 PM.

Respectfully submitted,

Charles K. Brown, Jr.  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE:** \_\_\_\_\_

DRAFT