



## BOARD OF HEALTH GOVERNANCE COMMITTEE

**February 12, 2018**  
**Meeting Minutes**

- I. CALL TO ORDER.** Chairman Carolyn Wysocki chaired this meeting via conference call. She called the meeting to order at 2:04 PM in the Mezzanine Conference Room of the Wethersfield Public Library in Wethersfield, CT.  
**Present:** Charles Brown (Director of Health), Judith Sartucci and Carolyn Wysocki (via conference call).  
**Excused:** No one      **Quorum present.**  
**Staff present:** Ann Hartman  
**Notice posted:** February 9, 2018
- II. PUBLIC FORUM:** no one from the public was present for comment.
- III. APPROVAL OF AGENDA**  
**A MOTION** was made Sartucci, seconded by Brown, to approve the agenda with the addition of a Report on Hartford Hospital CHNA meeting 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 February 2, 2018 Committee meeting with minor technical changes to denote that it was a special meeting. **MOTION CARRIED UNANIMOUSLY.**
- V. UNFINISHED BUSINESS**  
**A. Board Development**  
Sartucci suggested the following schedule of board development opportunities at the 2018 Board of Health meetings to include:
- February- Presentation on FDA Food Code implementation
  - March- Governance in Action training module
  - April- Community Health Program Update
  - May- CCHD Board Budget Workshop
  - June- Budget Public Hearing/Vote, Student Project Presentation
  - July and August- No Meetings
  - September- Annual Board meeting; FY 2018 Strategic Plan update
  - October- Auditor’s report to the Board
  - November- Governance in Action training module or presentation on agency program

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Committee recognized the need for flexibility due to unforeseen circumstances that may affect the schedule such as resolution of the contract reopener, Board action needed related to consolidation of agency offices, etc.

**B. Agency Annual Reports**

1. Brown reported on status of the 2016-17 annual report and changes to be made from previous year
  - Looking to make the report more descriptive of the agency rather than the update of the past two years. Staff working to describe what our programs are, what they do and what was done in 16-17.
  - Resource constraints have been an issue in completing this, but Brown targeted completion by May 2018.
2. Committee members suggested looking to previous versions of the annual report to expedite the process.

**VI. NEW BUSINESS.**

**A. Executive Session**

Committee determined no Executive Session was required at this meeting.

**B. Hartford Health Care CHNA Meeting**

- Brown reported that meeting was focused on social determinants of health, but with many area programs in attendance the discussion was primarily about access to care issues. Local health districts and departments were in attendance and it was suggested that a meeting with HHC VP Greg Jones be scheduled as a way to follow-up and address long-term public policy issues that affect social determinants.

**C. PHAB Domain Review**

- Committee continued its review of the 12 PHAB domains and reviewed the standards and measures required for PHAB Domain 6. It identified examples of agency activities and ways to improve documentation in the enforcement area.
- Consensus of group is that the agency was generally doing well in this Domain. The major areas for improvement are improved documentation of process; methodology of revision and enforcement of the CCHD Sanitary Code; and more involvement in review of local ordinances with public health implications.

**VII. NEXT MEETING**

**A.** Governance Committee will meet at 2 PM on March 12<sup>th</sup> in the Wethersfield Library.

**B.** Items for meeting agenda:

- Board Development
- PHAB Domains 4 and 7 review

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**VIII. ADJOURNMENT**

**A MOTION** was made by Brown, seconded by Sartucci to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 4:00 PM.

Respectfully submitted,

Charles K. Brown, Jr.  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE:     March 12, 2018**