



Central Office: 505 Silas Deane Highway, Wethersfield, CT 06109 Phone (860) 721-2822 Fax (860) 721-2823
 Berlin: 240 Kensington Road, Berlin, CT 06037 Phone (860) 828-7017 Fax (860) 828-9248
 Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533
 Rocky Hill: 761 Old Main Street, Rocky Hill, CT 06067 Phone (860) 258-2770 Fax (860) 258-2767
 www.ccthd.org

BOARD OF HEALTH

SPECIAL GOVERNANCE COMMITTEE

February 2, 2018
Meeting Minutes

- I. CALL TO ORDER.** Chairman Carolyn Wysocki chaired this meeting via conference call. She called the meeting to order at 1:10 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 1, 2018
- II. PUBLIC FORUM:** no one from the public was present for comment.
- III. APPROVAL OF MINUTES**
A MOTION was made by Sartucci, seconded by Brown, to approve the minutes of the January 26, 2018 Committee meeting. **MOTION CARRIED UNANIMOUSLY.**
- IV. UNFINISHED BUSINESS**
- 1. Strategic Plan Update**
- Committee reviewed updated update document that had been used previously to provide update to the Board on the status of agency strategic plan. Brown provided background to several items that had changed since the last update.
 - Wysocki expressed concern over the measurability of the plan objectives.
 - Sartucci suggested that the Committee make revisions in the content and format to make the objectives more measurable at the end of this cycle in June 2018.
 - Committee also identified the need to include FDA code implementation and opioid response efforts into strategic plan.
- A MOTION** was made by Sartucci, seconded by Brown, to move this strategic update to the Board for review at its February meeting. **MOTION CARRIED UNANIMOUSLY.**
- 2. Agency Communication Plan Update**
- Committee reviewed the draft Strategic Communication Plan and appendix developed by Brown and the CCHD communications consultant. Committee discussed the purpose of the plan after reviewing example of comprehensive communication plan of another local health department. Committee agreed that plan developed by consultant has value for health education efforts and positioning of the agency in that area.

GOVERNANCE COMMITTEE

February 2, 2018 Meeting

Page 2

- Committee recommended that a more operational communication plan needed to be developed to address specific communication policies and procedures within the agency. This plan needed to also address evaluation components of communication campaigns to ensure efforts communication efforts result in desired changes. Committee suggested looking to NACCHO Toolkit for examples.

V. NEW BUSINESS.

Committee determined no Executive Session was required at this meeting.

VI. NEXT MEETING

1. Governance Committee will meet at 2 PM on February 12th in the Wethersfield Library.
2. Items for meeting agenda:
 - Board Development
 - Agency Annual Reports
 - PHAB domain review

VII. ADJOURNMENT

A MOTION was made by Brown, seconded by Sartucci to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 2:45 PM.

Respectfully submitted,

Charles K. Brown, Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: February 12, 2018