



# **BOARD OF HEALTH GOVERNANCE COMMITTEE**

**January 28, 2019**

## **Meeting Minutes**

**I. CALL TO ORDER.** Michele Sadlosky served chair for this meeting. She called the meeting to order at 6:25 PM in the Conference Room of the Central Connecticut Health District in Rocky Hill, CT.

**Present:** Michele Sadlosky, Charles Brown (Director of Health), Judith Sartucci, Lecia Paonessa and Pat Checko.

**Excused:** No one      **Quorum present.**

**Staff present:** None

**Notice posted:** January 25, 2019

**II. PUBLIC FORUM:** no one from the public was present.

**III. APPROVAL OF AGENDA**

**IV. A MOTION** was made by Checko to add "Update Policy Manual" under New Business, seconded by Paonessa, to approve the agenda as presented.

**MOTION CARRIED UNANIMOUSLY.**

**V. APPROVAL OF MINUTES**

**A MOTION** was made by Checko, seconded by Paonessa, to approve the minutes of the December 10, 2018 Committee meeting as posted with minor technical changes. **MOTION CARRIED UNANIMOUSLY.**

**VI. UNFINISHED BUSINESS-**

**1. Board Development**

- The committee discussed the use of the University of Michigan Governance-in-Action training modules the agency had purchased last year. Committee discussed challenges with accessing learning management system. Sadlosky will try to access via instructions sent by Sartucci and will then pass it along if it works to rest of committee members. Committee members will then evaluate these modules and provide recommendations for use.

**GOVERNANCE COMMITTEE**  
**January 28, 2019 Meeting**  
**Page 2**

- Committee also discussed using the modules as a group and individually to support on-boarding of new Board members. The need to acquire login credentials for NALBOH was discussed and Brown will pursue logins for all Board members with Jamie Michael from NALBOH.
- Sadlosky suggested a NALBOH webinar on “Public Health 3.0” that is scheduled for 12pm on February 28, 2019. The committee agreed to share with the Board via inclusion in Board packet.
- Checko suggested that materials on CT Train website may also be useful. She will follow up with Kristin Sullivan at CT Department of Public Health to determine viability of learning management system.

**2. Conflict of Interest Statement- Redraft**

- Committee reviewed policy. Sartucci suggested adding a list of third parties connected to the agency so that members are aware of agency relationships. This would allow for a check off for potential conflicts.
- Board will complete old statement and Sartucci will bring examples of checklist type statements for next committee meeting.

**3. Unfilled board seats**

- Brown reported about new Wethersfield Board member, Jennifer Hill. Brown will reach out to her to set dual orientation with Paonessa.
- Sadlosky reported that Newington reps are reaching out to potential Board member prospects.

**VII. NEW BUSINESS.**

**1. Policy Manual Update**

- Committee members received policy letters via email and will review.
- Sartucci asked for general agency procedures or manuals to review at next meeting.

**2. PHAB review**

- Brown to report on recreating PHAB review status for next month’s meeting
- Sartucci will review PPT at next meeting.



**GOVERNANCE COMMITTEE**  
**January 28, 2019 Meeting**  
**Page 3**

**VIII. NEXT MEETING DATE**

- February 11<sup>th</sup> at 6:30pm at the CCHD Offices at 2080 Silas Deane Hwy in Rocky Hill
- Topics for future meetings
  - Strategic Plan Review
  - DataHaven data table review

**IX. ADJOURNMENT**

**A MOTION** was made by Paonessa, seconded by Checko to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 7:49 PM.

Respectfully submitted,

Charles K. Brown, Jr.

Recorder pro tem

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

