BOARD OF HEALTH
GOVERNANCE COMMITTEE

February 11, 2019

Meeting Minutes

I. CALL TO ORDER. Michele Sadlosky served chair for this meeting. She called the meeting to order at 6:30 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

Staff present: None

Notice posted: February 6, 2019

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

III. APPROVAL OF AGENDA

IV. A MOTION was made by Sartucci to add “Strategic Plan Review Process” under Unfinished Business, seconded by Checko, to approve the agenda as amended. MOTION CARRIED UNANIMOUSLY.

V. APPROVAL OF MINUTES

A MOTION was made by Checko, seconded by Paonessa, to approve the minutes of the January 28, 2019 Committee meeting as posted. MOTION CARRIED UNANIMOUSLY.

VI. UNFINISHED BUSINESS-

1. Board Development

- Sadlosky accessed modules via instructions sent by Sartucci and passed it to rest of committee members. Sadlosky stated she felt the modules could be used by board members individually to educate themselves on issues pertaining to being on a Board of Health. Remaining committee members will evaluate modules and provide recommendations for use.

- Inform Board of NALBOH Webinar “Public Health 3.0” is scheduled for 12pm on February 28, 2019. 9 via Board packet.
2. Conflict of Interest Statement - Redraft
   - Committee reviewed policy. Sartucci provided draft language including 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.
   - Staff and Vendor statements would need to be reviewed once Board statement is finalized.
   - Board will complete old statement and committee will review draft policy for next committee meeting.

3. Unfilled board seats
   - Sartucci reported about new Newington Board member, David Wemett. Brown will try to contact to schedule orientation session.

3. PHAB review
   - Brown report on recreating PHAB review status from notes that had been salvaged from data loss event. Committee members received policy letters via email and will review. Next step is to review the documentation requirements and have the Committee review policy related issues within the domains. Checko suggested starting with existing policy letters that are currently appendices to Personnel Policy. Checko, Sartucci and Brown will meet to review letters and determine which committee is appropriate to review and update.
   - Sartucci distributed presentation on PHAB overview to committee members via email. Checko suggested the committee consider “where are we, where are we going and what is the timeline” with respect to accreditation and reminded the committee members that cost is a factor to consider.

4. Strategic Plan Review Process
   - Sartucci reviewed the oversight function of the committee with respect to the strategic plan. Brown to present to group at next committee meeting on status of current plan.
   - Committee discussed measurement and data issues and agreed to review current plan and discuss successor planning process.
VII. NEW BUSINESS.

1. Procedure Manual Review

- Brown reported on status of agency procedures. Current procedures are on Sharepoint so that they are accessible to all employees, but many need to be updated and a standard template needs to be established. Brown and staff have begun to review procedures with an eye towards improvement as new staff join the agency and the centralized office necessitates changes to existing procedures.

VIII. NEXT MEETING DATE

- March 11th at 6:30pm at the CCHD Offices at 2080 Silas Deane Hwy in Rocky Hill
- Topics for future meetings
  - Strategic Plan Review

IX. ADJOURNMENT

A MOTION was made by Paonessa, seconded by Checko to adjourn. MOTION CARRIED UNANIMOUSLY. Meeting adjourned at 8:07 PM.

Respectfully submitted,

Charles K. Brown, Jr.

Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: April 15, 2019