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

III. APPROVAL OF AGENDA

IV. A MOTION was made by Sartucci to add “By-laws Update”, “Board Reappointments” and “PHAB Review” 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 February 11, 2019 Committee meeting as posted. MOTION CARRIED UNANIMOUSLY.

VI. UNFINISHED BUSINESS-

1. Board Development

   • Committee discussed difficulty with accessing NALBOH material due to learning management system used by university. Recommendation was raised to pursue hardcopy or offline version to ensure easy access to information. Brown to follow-up with NALBOH to determine how to access material.
   • Committee brought up using CT TRAIN to identify board development opportunities. Checko to contact DPH and determine viability of system.
   • Next meeting committee will discuss topics and priority for board development opportunities.

2. Bylaws

   • Sartucci provided draft language at December meeting and wanted an update on when the revisions would be reviewed by the attorney. Brown asked Sartucci to resend the revised bylaws and he would send for review ASAP.
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- Board will complete old statement and committee will review draft policy for next committee meeting.

3. Unfilled board seats

- Checko planning to send information about reappointment letters to towns after contacting current members about their willingness to continue serving. CCHD staff will follow up with Newington to obtain contact information for new member.

4. PHAB review

- Brown reported on PHAB component of VMSG Dashboard platform and showed committee members how the system had been updated with notes that had been salvaged from work completed by Governance committee last year. Committee members asked questions about categorization and integration between PHAB component and other planning efforts like Strategic Planning. Brown discussed possibilities of connecting plans via categories and the use of reports in trend tracking once metrics have been established.

VII. NEW BUSINESS.

1. Strategic Plan Review Process

- Current Plan Status- Brown presented to group on status of current plan using the VMSG Dashboard platform. Committee members were provided a report to review and provide feedback on prior to the Board meeting. Committee discussed measurement and data issues.
- Discussion of next Strategic Plan- Committee discussed planning process and how the Community Health Assessment, Community Health Improvement Plan and the PHAB measures contribute to development of a strategic plan. Committee agreed to start with CHA process and identification of data sources and process to complete assessment. Brown and Checko to discuss data sources and report back to committee.

VIII. NEXT MEETING DATE

- May 13th at 6:30pm at the CCHD Offices at 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: May 13, 2019