BOARD OF HEALTH
GOVERNANCE COMMITTEE

May 13, 2019
Meeting Minutes

I. CALL TO ORDER. Michele Sadlosky served chair for this meeting. She called the meeting to order at 6:33 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, and Lecia Paonessa.

Excused: Pat Checko
Staff present: None
Notice posted: May 9, 2019

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

III. APPROVAL OF AGENDA

IV. A MOTION was made by Sartucci to seconded by Paonessa to approve the agenda as presented. MOTION CARRIED UNANIMOUSLY.

V. APPROVAL OF MINUTES
A MOTION was made by Sartucci, seconded by Paonessa, to approve the minutes of the April 15, 2019 Committee meeting with minor technical changes. MOTION CARRIED UNANIMOUSLY.

VI. UNFINISHED BUSINESS-
1. Strategic Plan-Community Health Assessment (CHA)
   - Brown reported on meeting with FVHD Director of Health, Jennifer Kertanis and Pat Checko to discuss CHA process. FVHD looking to start CHA process and has identified numerous data sources and process to complete their assessment. Brown and Checko discussed previous process and data sources and discussed process to move forward. Utilizing MAPP process and starting with a perception survey as a way to engage town leadership may be the starting point for both agencies.
   - Sartucci asked about primary data sources and what data CCHD has gotten from DataHaven’s Community Wellbeing Survey contract. Brown reported that we had data, which would be considered primary data, but were expecting additional information. Sartucci asked if the committee could be updated at the June committee meeting.
Sartucci asked if there was any feedback from the presentation of the Strategic Plan at the April Board meeting. Brown reported that other than the Quality of Service section potentially missing items from the transfer to the VMSG Dashboard system that there has been no additional feedback.

2. Board Development
   - Brown downloaded PDF transcripts of NALBOH Governance in Action so a hardcopy or offline version would ensure easy access to information. Additionally, digital copies could be sent to Board members.
   - Committee investigated using CT TRAIN to identify board development opportunities. Sartucci contacted DPH and was informed of no plan to change current system.
   - Sartucci reported she had found document that outlined previous Board development trainings since 2014 which she would send to committee. Some of these include the annual budget preparation and audit sessions. Next meeting committee will discuss topics and priority for board development opportunities.
   - Paonessa asked about the potential to record training sessions for posting on website. Brown reported that video components for conference room setup was cost prohibitive but was planned for future budget cycles as a training and emergency preparedness asset. Promotion of hearings and board sessions was also discussed.

3. Board Reappointments
   - Brown reported that reappointment letters to towns were sent out. CCHD staff will provide letters to applicable Board members at next meeting.

4. Bylaws
   - Brown reported that attorney had reviewed and brought up some issues for the committee to consider. Committee will review for next committee meeting.

VII. NEW BUSINESS.

VIII. NEXT MEETING DATE
   - June 10th at 6:30pm at the CCHD Offices at in Rocky Hill
   - Topics for future meetings- Bylaws and Board Development

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: June 10, 2019