BOARD OF HEALTH
GOVERNANCE COMMITTEE
August 28, 2018
Meeting Minutes

I. CALL TO ORDER. Judith Sartucci chaired this meeting. She called the meeting to order at 2:07 PM in the Mezzanine Conference Room of the Wethersfield Public Library in Wethersfield, CT. The committee observed a moment of silence in recognition of the recent passing of Chairperson Carolyn Wysocki and her significant contributions to the committee and agency. Present: Charles Brown (Director of Health) and Judith Sartucci. Excused: No one Quorum present. Staff present: Ann Hartman, Assistant Director for Community Health Notice posted: August 23, 2018

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

III. APPROVAL OF MINUTES
A MOTION was made by Sartucci, seconded by Brown, to approve the minutes of the June 18, 2018 Committee meeting as posted. MOTION CARRIED UNANIMOUSLY.

IV. UNFINISHED BUSINESS-
1. PHAB Summary Review
   a) Committee reviewed the summary of the domain reviews from previous PHAB review sessions over the past year.
   b) Sartucci reminded Committee of the need for periodic reports and the necessity of developing a workplan to establish a timeline for future accreditation based upon the current gaps in required documentation.
   c) She suggested that staff look at three general areas were identified that would need to be addressed:
      • Processes to be established in agency (e.g., performance management, quality assurance and quality improvement, workforce assessment),
      • Policies and procedures for agency (and the process to develop and maintain them), and
      • staff training required (e.g., cultural competency, confidentiality, ethics training) for almost every new process. Should be included in agency’s new workforce development plan.
V. NEW BUSINESS.
   1. Review of Strategic Plan
      • Committee deferred review of strategic plan until September Committee meeting.

VI. NEXT MEETING DATES
   1. Governance Committee will next meet at 1:30 PM on September 10th in the Wethersfield Library.
   2. Items for September meeting agenda:
      • Strategic Plan Review
      • Accreditation Readiness Plan
      • Areas related to agency move (e.g., branding strategy implementation)

VII. ADJOURNMENT
     A MOTION was made by Brown, seconded by Sartucci to adjourn. MOTION CARRIED UNANIMOUSLY. Meeting adjourned at 3:55 PM.

Respectfully submitted,

Charles K. Brown, Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: September 10, 2018