BOARD OF HEALTH
GOVERNANCE COMMITTEE

September 14, 2018
Meeting Minutes

I. CALL TO ORDER. Judith Sartucci served as interim chair for this meeting. She called the meeting to order at 12:30 PM in the Ground Level Conference Room of the Wethersfield Public Library in Wethersfield, CT.
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: September 13, 2018

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

III. APPROVAL OF AGENDA

IV. A MOTION was made by Brown, seconded by Sartucci, to approve the agenda as posted. MOTION CARRIED UNANIMOUSLY.

V. APPROVAL OF MINUTES
A MOTION was made by Brown, seconded by Sartucci, to approve the minutes of the August 28, 2018 Committee meeting as posted. MOTION CARRIED UNANIMOUSLY.

VI. UNFINISHED BUSINESS-
1. PHAB Summary Review
   - Brown reported that IT consultant still trying to restore PHAB folder on MS SharePoint site
   - No further work on document at this meeting.

VII. NEW BUSINESS.
1. Review of Strategic Plan
   - Committee reviewed progress on Year 3 of the strategic plan in preparation for Brown reporting to Board at its September meeting.
   - Progress on objectives continues. Areas needing continued work identified.
   - For Year 4 Sartucci suggested that strategic objectives for the upcoming year focus on - under:
     A. Goal 1- Revision of the sanitary code
     B. Goal 2- Expansion of prevention services
     C. Goal 3- Recruitment/training of workforce
     D. Goal 4- Further work on PHAB readiness; and training and full implementation of the performance management system
E. Goal 5- Pursuit of grant funding and new revenue streams

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VIII. NEXT MEETING DATE
1. Governance Committee will next meet at 1:30 PM on October 15th in the Wethersfield Library.
2. Items for October meeting agenda:
   • Areas related to agency move (e.g., branding strategy implementation)
   • Performance management system

IX. ADJOURNMENT
A MOTION was made by Brown, seconded by Sartucci to adjourn. MOTION CARRIED UNANIMOUSLY. Meeting adjourned at 1:40 PM.

Respectfully submitted,

Charles K. Brown, Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: October 17, 2018