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CENTRAL CONNECTICUT HEALTH DISTRICT

GOVERNANCE COMMITTEE MEETING

Rocky Hill Town Hall, Second Floor Conference Room

Monday, January 23, 2012

Working Notes (unapproved)

I. Call to order and attendance

Meeting called to order at 5:37 p.m. Attending: Art Yoaps (Chair), Carolyn Wysocki, Enzo Pistritto, Judy Sartucci and Paul Hutcheon.

Excused: None.

Quorum.

II. Review and Reorder agenda.

No action taken.

III. Approval of Minutes and Working Notes (December 5, 2011)

A MOTION was made by Carolyn, seconded by Enzo to approve the minutes and working notes of December 5, 2011. MOTION CARRIED unanimously.

IV. Old Business

a. Accreditation process – update on grant application and next steps

Grant opportunities were discussed. Judy distributed a handout on accreditation with follow up and ideas on how to achieve. Committee reviewed the ideas. Enzo agreed to obtain a copy of a spreadsheet on policy development used at his company.

b. Strategic Planning – Judy distributed a copy of the September Strategic Plan Report and an e-mail on staff objectives prepared by Paul. Committee requested Paul insert additional staff ideas on the Strategic Plan update report.

c. Policy on waiving fees - Committee reviewed the proposed fee policy. Paul to check if there is a reference to fees within CT PHC. Committee reviewed memo regarding survey of fees for not-for-profit food service establishments. Committee suggested that 501(c)/non-profit organizations submit a copy of their 501(c)/non-profit documentation. Paul to provide list of federally exempt organizations.

A MOTION was made by Judy, seconded by Enzo to bring to the Board a recommended revised fee policy and associated documents. MOTION CARRIED unanimously

d. NPHPS pilot – Carolyn stated she would provide additional information.

V. New Business

None.

VI. Next meeting dates

To be held at 5:30 p.m. on February 6, 2012 and March 5, 2012.

A MOTION was made by Carolyn seconded by Enzo to adjourn. MOTION CARRIED unanimously.

The meeting was adjourned at 8:15 PM.

Respectfully submitted,

Paul Hutcheon, M.P.H., R.S.
Director of Health