



**CENTRAL CONNECTICUT HEALTH DISTRICT  
GOVERNANCE COMMITTEE MEETING  
ROCKY HILL TOWN HALL**

January 31, 2011

**Working Notes (Approved)**

**I. Call to order and attendance**

Meeting called to order at 5:40 p.m. Attending: Judy Sartucci (Chair), Carolyn Wysocki, Art Yoaps, Paul Hutcheon, and Kevin Borrup (arrived 5:43). Quorum.

**II. Review and Reorder agenda.**

Items to add to the agenda under New Business – from recent Board meeting:

- a. Policy on Waiver of Fees
- b. Policy on Record Retention
- c. Public Health Week / 15 Year Anniversary / Volunteer Reception

**A MOTION was made by Carolyn Wysocki to approve the addition of items to the agenda under New Business. Seconded by Art Yoaps. MOTION CARRIED unanimously.**

**III. Approval of Minutes and Working Notes (January 11, 2011)**

**A MOTION was made by Art Yoaps to approve the minutes and working notes of January 11, 2011. Seconded by Carolyn Wysocki. MOTION CARRIED unanimously.**

(Kevin Borrup arrives at 5:43)

**IV. Old Business**

**a. Board Advocacy policy**

No action taken.

**b. Accreditation process**

Director of Health has completed Part A and in Part B – Domains 1, 2, 3, 4, 5, and 8. Director to send Committee the 4 remaining domains when ready.

**c. Strategic Planning process**

The Committee reviewed status report from Judy Sartucci.

The Committee reviewed proposed objectives starting with Goal V (Finances and Resources) and Goal IV (Quality of Service).

The Committee next reviewed proposed objectives for Goal I (Environment) so Art could have input before he left.

Art Yoaps left at 6:16 p.m.

Committee reviewed the proposed objectives for Goals II (Good Health at Any Age) and III (Emergency Preparedness including Communicable Disease Control). Objectives for Goals I-III need further work. Paul asked Judy to send some specifics so he could review with staff.

**d. Board Development**

Kevin has not yet set up the board development session with an attorney. Judy Sartucci agreed to contact the Rocky Hill Attorney about this since he had done a similar session with the Town Council and all the boards and commissions in Rocky Hill recently.

**V. New Business**

**a. Waiver of Fees**

Need for a policy on waiver of agency fees and charges discussed. The Committee requested list of exemptions for fees. Paul to send to Committee.

**b. Record Retention**

Need for a formal record retention policy raised. Director of Health indicated District follows State requirements.

**c. Public Health Week / 15 Year Anniversary/ Volunteer Reception**

Each day there will be a different topic publicized or activity planned in Health District for the 2011 NPHW if possible. Press releases to be sent out each day, if possible.

Carolyn suggested holding the annual volunteer reception during the NPHW as an activity. Paul said the date for the Volunteer Reception and location has already been set and will send to the Board.

Carolyn asked that we make the 15<sup>th</sup> anniversary of the Health District's founding special and look at scheduling a special event either in June or in September at the annual board meeting.

**VI. Other Business**

None.

**VII. Next Meeting Date**

The next meeting to be set at a future date.

**A MOTION was made by Carolyn Wysocki to adjourn. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY.**

The meeting was adjourned at 7:05 PM.

Respectfully submitted,

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