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**CENTRAL CONNECTICUT HEALTH DISTRICT  
GOVERNANCE COMMITTEE MEETING  
ROCKY HILL COMMUNITY CENTER  
February 12, 2009**

**Approved Working Notes**

**I. Call to order and attendance**

Meeting called to order at 6:30 p.m. Attending: Judy Sartucci (Chair), Nancy Klatt, Carolyn Wysocki, Patricia Checko and Paul Hutcheon.

Excused: None

**II. Review and Reorder agenda**

**A MOTION was made by Patricia Checko to amend the agenda. Seconded by Carolyn Wysocki. All were in favor, MOTION CARRIED.**

**III. Approval of Minutes (January 14, 2009)**

**A MOTION was made by Nancy Klatt to accept the minutes of January 14, 2008. Seconded by Carolyn Wysocki. All were in favor, MOTION CARRIED.**

**IV. Old Business**

**a. Strategic Planning Document**

The Committee reviewed the updated Strategic Plan dated February 2009. The Committee agreed to send the edited version to the Board for discussion on 2/19/09.

**b. Policies/Procedures- draft template- review and approval**

The Committee reviewed the draft Policy Template and discussion followed regarding resolutions, policies and white papers.

**A MOTION was made by Patricia Checko to adopt for use the draft Policy template. Seconded by Carolyn Wysocki. All were in favor, MOTION CARRIED.**

**c. Public hearings policy and procedure- review and approval**

The Committee reviewed a handout for a policy for public hearings. Copies of a revised version to be distributed.

**d. Conflict of interest- policy and procedure revisions- update**

Judy distributed a copy of the CCHD Code of Ethics from the Personnel Policies, Sec. 13.2.

**e. Orientation manual revisions- update**

Tabled.

**V. New Business**

None.

**VI. Next meeting date(s)**

None set

**A MOTION was made by Nancy Klatt to adjourn. Seconded by Carolyn Wysocki. All were in favor, MOTION CARRIED.**

Meeting adjourned at 9:10 p.m.

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