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**CENTRAL CONNECTICUT HEALTH DISTRICT
GOVERNANCE COMMITTEE MEETING
ROCKY HILL TOWN HALL
February 28, 2011**

Working Notes (approved)

I. Call to order and attendance

Meeting called to order at 5:14 p.m. Attending: Judy Sartucci (Chair), Kevin Borrup, Carolyn Wysocki, Art Yoaps, and Paul Hutcheon. Quorum.

II. Review and Reorder agenda.

Add to the agenda under New Business:
5. b. Board Terms

A MOTION was made by Kevin Borrup to approve the addition of Board terms to the agenda under New Business. Seconded by Art Yoaps. MOTION CARRIED unanimously.

III. Approval of Minutes and Working Notes (January 31, 2011)

A MOTION was made by Art Yoaps to approve the minutes and working notes of January 31, 2011 with corrections. Seconded by Kevin Borrup. MOTION CARRIED unanimously.

IV. Old Business

a. Accreditation process

There are 4 domains remaining to be completed under the PHAB self-assessment (6, 7, 9 & 10). Paul will continue to send to Committee as these are completed

b. Strategic planning process

Judy Sartucci provided a handout with feedback on the objectives for Goals I, II and III for Paul and the Committee to review. Kevin provided information on a book about strategic planning for the nonprofit sector that may offer some insights for our process.

c. Board development session on legal responsibilities

Attorney Bradley is set for the May 19, 2011 meeting. Committee to submit issues, concerns or topics to be covered.

d. Board manual revisions

Carolyn provided proposed revisions for the Board's Orientation and Resource Manuals. Committee to review revised table of contents. Each new board member will receive the updated orientation manual to use as a workbook and a resource manual, which will be available on a DVD or flash drive.

e. Board advocacy policy

Carolyn Wysocki handed out a draft board advocacy policy for Committee review. Committee recommended bringing issue to the next Board meeting.

f. Board policy on waving fees for certain organizations

Committee reviewed description of entities exempt from permit fees. Judy Sartucci will draft a fee waiver policy for Committee review.

V. New Business

a. Other Board Development Sessions

Judy suggested that in preparation for board review of the strategic plan that staff present on each of the three areas the strategic goals addressed (environmental health, EP and good health at every age), one per meeting for the next few meetings. Paul said that Hilary Norcia and her student intern are scheduled for the March 17, 2011 Board meeting. Consider having a presentation on environmental issues and emergency preparedness at subsequent meetings.

b. Board Terms

Need to check Board terms and send a reminder to Town Managers/Mayors. (Kevin Borrup, Ray Jarema, Art Yoaps and Dianne Doot's terms are up as of June 30, 2011.). Kevin will discuss with Board members involved and work with Paul on sending a reminder to the towns.

Art Yoaps leaves at 6:21 p.m.

VI. Next Meeting Date

The next meeting date to be set for either March 21 or March 28, 2011.

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

The meeting was adjourned at 6:24 PM.

Respectfully submitted,

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