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**CENTRAL CONNECTICUT HEALTH DISTRICT
GOVERNANCE COMMITTEE MEETING
ROCKY HILL COMMUNITY CENTER
March 25, 2009**

Approved Working Notes

I. Call to order and attendance

Meeting called to order at 6:45 p.m. Attending: Judy Sartucci (Chair), Nancy Klatt, Patricia Checko and Paul Hutcheon.

Excused: Carolyn Wysocki

II. Review and Reorder agenda.

none

III. Approval of Minutes (February 12, 2009)

A MOTION was made by Patricia Checko to accept the minutes of February 12, 2009. Seconded by Nancy Klatt. All were in favor, MOTION CARRIED.

IV. Old Business

1. Public hearings policy and procedures

The Committee reviewed the policy dated February 17, 2009. A few edits were made. Include one page outline of FOI requirements and public hearing script, sample notice of public hearing and meeting minutes.

A MOTION was made by Nancy Klatt to send the Policies and Procedures for Public Hearings as discussed to the Board. Seconded by Pat Checko. All were in favor, MOTION CARRIED.

2. Conflict of interest—policy and procedure revisions

The Committee reviewed two handouts—one for the Board and one for staff. The Committee recommended referring issues regarding outside employment, gifts, etc. to the Personnel Committee. May need to examine items to be removed from the existing Conflict of Interest Policy. Show new policies under new business for April meeting.

3. Orientation manual revisions – update Tabled—no discussion.

V. New Business

1. Executive Committee issue Tabled—no discussion.

VI. Other Business

None

VII. Next meeting date(s)

Next meeting date, April 22, 2009, 6:30 p.m.

A MOTION was made to adjourn. All were in favor, MOTION CARRIED.

Meeting adjourned at 8:30 p.m.

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