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**CENTRAL CONNECTICUT HEALTH DISTRICT
GOVERNANCE COMMITTEE MEETING
ROCKY HILL COMMUNITY CENTER
April 30, 2009**

Approved Working Notes

I. Call to order and attendance

Meeting called to order at 6:50 p.m. Attending: Judy Sartucci (Chair), Nancy Klatt, Patricia Checko, Carolyn Wysocki and Paul Hutcheon.

II. Review and Reorder agenda.

Two items were added under other.

III. Approval of Minutes (March 25, 2009)

A MOTION was made by Nancy Klatt to accept the minutes of March 25, 2009. Seconded by Patricia Checko. All were in favor, MOTION CARRIED.

IV. Old Business

1. Revised conflict of interest policy (referral for attorney review)

Committee reviewed the draft policy for Board Conflict of Interest recently prepared by Judy Sartucci dated April 30, 2009. The Board also reviewed the staff policy. The Committee recommended adoption by the Board. The Committee also recommended review by the Health District's attorney prior to final Board approval.

A MOTION was made by Pat Checko that the Committee recommend to the Board adoption of both policies as revised. Seconded by Carolyn Wysocki. All were in favor, MOTION CARRIED.

2. Orientation manual revisions - update

The committee reviewed the Board of Health Orientation Policy draft dated April 20, 2009 as prepared by Carolyn Wysocki. Some edits were made. The committee requested that Carolyn make the changes/edits and return to the Committee. The Committee agreed to review the document and report back to Carolyn by May 15th with plans. The Committee will review at it's next meeting, then send on to the Board for approval at it's June meeting.

V. New Business

1. Executive Committee issue

The Committee reviewed the draft policy for Executive Committee (updated version from Judy). Carolyn recommended noting the number of Executive Committee members present at meetings and the number required for a quorum. No action taken. Committee agreed to review further. Committee discussed the

number of members.

Paul will check with the FOI Commission about presenting at a future Board meeting.

A MOTION was made by Pat Checko to table the Executive Committee issue for discussion at a future meeting. Seconded by Nancy Klatt. All were in favor, MOTION CARRIED.

A MOTION was made by Nancy Klatt to set up an FOI presentation at an upcoming Board meeting. Seconded by Pat Checko. All were in favor, MOTION CARRIED.

2. Board development- Carver Governance Model

The Committee agreed to table discussion. The Committee discussed the possibility of mini-training opportunities at Board meetings as a possible method of Board development rather than larger blocks of time.

VI. Other Business

1. Board Retreat.

The Committee discussed the idea of a Board retreat and the number of Board members needed to be present. The Committee agreed to hold the retreat on Saturday, May 30, 2009 from 8:00am to Noon with a retreat start time of 8:30 a.m. Amenities needed: conference calling; broadband—lap top; tele-conference ability. This will not be a public meeting. No official Board action planned at meeting.

2. Strategic Planning

The Committee agreed to review strategic planning at a future meeting following the retreat.

3. Board Vacancies

Nancy agreed to follow-up on Board vacancies and re-appointments.

VII. Next meeting date(s)

None made.

A MOTION was made by Pat Checko, seconded by Nancy Klatt to adjourn. All were in favor, MOTION CARRIED.

Meeting adjourned at 9:05 p.m.

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