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(approved minutes)

## CENTRAL CONNECTICUT HEALTH DISTRICT

### GOVERNANCE COMMITTEE MEETING

#### NEWINGTON PUBLIC LIBRARY, COMMUNITY ROOM

**May 1, 2008**

#### **I. CALL TO ORDER AND ATTENDANCE**

Meeting called to order at 7:25 p.m. Attending: Andrea Urciuoli (Chair), Nancy Klatt, Judith Sartucci, Carolyn Wysocki, Patricia Checko and Paul Hutcheon.

#### **II. APPROVAL OF MINUTES (March 13, 2008)**

**A MOTION was made by Nancy Klatt to approve the minutes of March 13, 2008 as presented. Seconded by Patricia Checko. All were in favor, MOTION CARRIED UNANIMOUSLY.**

#### **III. BYLAW REVISION FEEDBACK FROM ATTORNEY ON BYLAWS REVISIONS**

The Committee reviewed the letter from the attorney. A few minor changes were made to the draft bylaws based upon the attorney's letter.

**A MOTION was made by Patricia Checko to recommend to the Board adoption of the bylaw as presented and discussed. Seconded by Nancy Klatt. All were in favor, MOTION CARRIED UNANIMOUSLY.**

#### **IV. GOVERNANCE COMMITTEE RESPONSIBILITIES UNDER NEW BYLAWS**

The Committee reviewed the handout "Next steps for Board after bylaws revisions approval". The following steps were discussed:

1. An executive committee will be established at the May 2008 meeting.
2. Each Committee chair should review their responsibilities under the new bylaws.
3. Charge Secretary to certify a copy of the Bylaws and distribute copies to Board members, Town Clerks and Town Managers.
4. Determine what to do about strategic plan going forward.

The Committee discussed actively looking for new board members and incorporating Board development into board meetings.

## **V. AGENDA FOR GOVERNANCE COMMITTEE FOR THIS NEXT YEAR**

The Committee reviewed a handout “Suggested areas of Governance needing policies/procedures/resolution”

Paul said he would prepare a letter for Nancy’s signatures to those that attended the Volunteer reception asking if anyone had any interest in serving on the Board. Judy said she would bring something to the next committee meeting regarding the conflict of interest policy and holding public hearings. Carolyn suggested putting together an Orientation Program.

## **VI. NEXT MEETING DATE**

The Committee agreed to set up the next Governance Committee meeting date at the upcoming Board meeting.

## **VII. OTHER**

### **a. Terms**

**A MOTION was made by Carolyn Wysocki to adjourn. Seconded by Judy Sartucci. All were in favor, MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 8:42 p.m.

Respectfully submitted,

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