



**CENTRAL CONNECTICUT HEALTH DISTRICT  
GOVERNANCE COMMITTEE MEETING  
ROCKY HILL COMMUNITY CENTER  
June 11, 2009**

**Working Notes (approved)**

**I. Call to order and attendance**

Meeting called to order at 6:40 p.m. Attending: Judy Sartucci (Chair), Nancy Klatt, Patricia Checko, Carolyn Wysocki (arrived at 6:53 pm) and Paul Hutcheon.

**II. Review and Reorder agenda.**

No action.

**III. Approval of Minutes and working notes (April 30, 2009)**

**A MOTION was made by Patricia Checko to accept the minutes of April 30, 2009 as revised. Seconded by Nancy Klatt. All were in favor, MOTION CARRIED.**

**IV. Old Business**

**1. Revised conflict of interest policy—feedback from attorney**

Committee reviewed feedback received from the attorney regarding the draft Conflict of Interest Policy for Board and staff. Handouts of both Board and staff policies distributed by Judy showing edits were reviewed.

**A MOTION was made by Pat Checko that the Committee send to the Board for approval the draft Conflict of Interest Policy for Board and Staff, and the proposed disclosure form for consultants, as revised. Seconded by Carolyn Wysocki. All were in favor, MOTION CARRIED.**

**2. Board Orientation Policy**

The Committee reviewed the draft Board Development Policy first proposed by Carolyn and distributed with revisions by Judy. The Committee agreed that it should be a board development policy and recommended a few edits.

**A MOTION was made by Nancy Klatt to recommend to the Board adoption of the proposed Board Development Policy as revised. Seconded by Carolyn Wysocki. All were in favor, MOTION CARRIED.**

**3. Executive Committee issue**

The Committee reviewed the draft Executive Committee Policy developed and presented by Judy at its April 28, 2009 meeting. A minor edit was made.

**A MOTION was made by Nancy Klatt to recommend to the Board adoption of the draft Executive Committee Policy as revised. Seconded by Carolyn Wysocki. All were in favor, MOTION CARRIED.**

The Committee also discussed the need to address the ability of the Board and its committees, including the Executive Committee, to use teleconferencing and how this might be done from an FOI standpoint. The Committee postponed further discussion until the Board has its presentation on FOI.

#### **4. FOI Review for Board**

Paul has been in contact with the FOI Commission and sent an email to Board members re: when to schedule an FOI Session for the Board. The Committee recommends conducting a session with an attorney from the State FOI Commission at the September Board meeting.

#### **5. Strategic Plan—Quarterly Update**

The Committee reviewed the updated Strategic Plan dated June 2009. Completion dates were identified. Some of the results from the recent board retreat should be added to the progress notes.

The general thinking of the Committee is that much of the intended work of this strategic plan has been done. At the Board's recent retreat participants identified several important areas that need further discussion (e.g., contingency planning; headquarters and physical plant; regionalization; need for a capital improvement plan; targeting programs based on data and community needs; state mandates; and evaluation of current programs and services). Board members agreed to continue discussions in small informal groups on each area and move recommendations forward to the appropriate committee or directly to the Board. The results of these discussions should give direction to future board planning.

### **V. New Business**

#### **1. Issues from Board Retreat**

The Committee agreed that no further action by this Committee at this time is required.

### **VI. Other Business**

None.

### **VII. Next meeting date(s)**

None made.

**A MOTION was made by Pat Checko to adjourn. Seconded by Nancy Klatt. MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 9:00 p.m.

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