



Central Office: 505 Silas Deane Highway, Wethersfield, CT 06109 Phone (860) 721-2822 Fax (860) 721-2823
Berlin: 240 Kensington Road, Berlin, CT 06037 Phone (860) 828-7017 Fax (860) 828-9248
Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533
Rocky Hill: 761 Old Main Street, Rocky Hill, CT 06067 Phone (860) 258-2770 Fax (860) 258-2767
www.ccthd.org

(Approved minutes)

CENTRAL CONNECTICUT HEALTH DISTRICT

GOVERNANCE COMMITTEE MEETING

BERLIN COMMUNITY CENTER, ROOM 5

August 13, 2008

I. Call to order and attendance

Meeting called to order at 7:10 p.m. Attending: Andrea Urciuoli (Chair), Nancy Klatt, Judith Sartucci, Patricia Checko and Paul Hutcheon.

Excused: Carolyn Wysocki

II. Approval of minutes (May 28, 2008)

A MOTION was made by Patricia Checko to approve the minutes of May 28, 2008 as presented. Seconded by Nancy Klatt. All were in favor, MOTION CARRIED UNANIMOUSLY.

III. Bylaws revision for technical items and Executive Committee

Judy suggested that the fractions “(2/3’s)” in two sections of our newly revised bylaws be removed in keeping with our Attorney’s recommendation to remove such items. Similar items were removed from the final draft, except for these two items. Judy will provide suggested changes.

The Committee discussed the recommendation from the May Board meeting that this Committee look at the membership for the Executive Committee and by consensus agree to follow our Attorney’s counsel in his memo and keep the Executive Committee membership as currently required in state statute and described in our current Bylaws.

IV. Governance Issues- Board meetings

The Committee continued its discussion on streamlining and improving Board and Committee meetings and improving Committee reports. Judy noted that she would distribute a sample agenda template for the Board and a sample minute template for committees.

V. Draft policy- fragrance free meetings

Tabled.

VI. Draft policy- public hearings

Tabled.

VII. Revised Policy- conflict of interest

Tabled. Copy of existing policy to be sent to Committee members. DOH to check on existing policy regarding outside employment.

VIII. Revised policy- nondiscrimination

The Committee agreed by consensus to add the nondiscrimination policy adopted on September 20, 2007 to the list of Policy Letters.

IX. Climate change resolution

Tabled.

X. Agenda for Governance Committee meetings for this year

The Committee continued its discussion of what items related to governance it needs to address and the need to set up an agenda for the year. It also noted the number of items tabled from this meeting and the need to set up meetings to address these.

Re: orientation of new board members the Committee requested that two manuals be set up for Board members for orientation: a reference manual with significant reports and a separate binder for Board meeting materials. It was also suggested to look at providing an orientation CD on the basics of public health. DOH to check on obtaining an orientation CD from DPH or other source.

XI. Other business

The Committee requested that the DOH obtain a quote from NESAC to assist the Board with evaluating the status of the Strategic Plan.

XII. Next meeting date(s)

The DOH was requested to propose meeting dates for early September 2008. Committee

A MOTION was made by Patricia Checko to adjourn. Seconded by Nancy Klatt. All were in favor, MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 8:45 p.m.

Respectfully submitted,

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