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CENTRAL CONNECTICUT HEALTH DISTRICT

GOVERNANCE COMMITTEE MEETING

Rocky Hill Town Hall, Second Floor Conference Room

Monday, September 26, 2011

Working Notes (approved)

I. Call to order and attendance

Meeting called to order at 5:12 p.m. Attending: Judy Sartucci (Chair), Art Yoaps, Paul Hutcheon and Carolyn Wysocki (5:31 p.m.)

Excused: None.

Quorum.

II. Review and Reorder agenda.

No action taken.

III. Approval of Minutes and Working Notes (August 15, 2011)

A MOTION was made by Art, seconded by Judy to approve the minutes and working notes of August 15, 2011 as amended. MOTION CARRIED unanimously.

IV. Old Business

a. Accreditation process – presentation at October Board meeting

Need to check for PHAB slide presentation, particularly for Board members. Need to prepare an overview of accreditation including what is involved, time frames, and costs.

Carolyn arrives 5:31 p.m.

Need to check PHAB site for on-line orientation for use at Board meeting. Judy Torpey invited to October 13, 2011 Board meeting. Paul to develop time frame with costs for accreditation.

Looking for commitment from Board for support, timeframe and funding.

Need to check for when a Statement of Intent (SOI) needs to be submitted and once submitted – how long before an application can be submitted.

Committee agreed the ACHIEVE Grant should result in a community Health Improvement Plan for the PHAB application.

Judy agreed to present the overview of the PHAB Accreditation program at the October 13, 2011 Board meeting. Paul to provide timeframes and costs.

Judy and Paul will prepare a slide presentation approximately 25 minutes or less allowing 30 to 35 minutes for discussion and Q & A.

Committee discussed establishing an Accreditation Team.

b. Strategic planning – next steps

Paul distributed a spread sheet handout on staff goals. Committee requested a quarterly status update.

Future grant approval requests to show connection with Strategic Plan, Goals / Objectives

c. Board policy on waiving fees for certain organizations - draft

No action taken.

d. NPHPS pilot - status

CADH agreed to facilitate. Possible dates include: October 24, 25, or 26th, from 6 to 9 p.m. Carolyn to distribute request for Board attendance. Committee agreed to request that the Board approve providing dinner at the meeting. Plan dinner to start at 5:30 p.m. Eileen to be invited as recording secretary.

V. New Business

a. Committee membership

Judy is working to update committee membership.

- Tasks for Governance Committee: review updates on Strategic Plan, Accreditation, Advocacy, and Board Development (e.g. health equity, Digital Health District).
- Pat has agreed to continue as chair of the Finance Committee.
- Judy is pursuing a chair for the Human Resources Committee.
- Committee agreed that there should be 3 to 5 members as a minimum, on each District committee.

b. Committee's agenda for upcoming year

- Need to consider agenda items for future Board meetings (check past agendas).
- Consider : November – Audit
December – Digital Health update
January - Health Equity – David Skoczulek, NCDHD

VI. Next Meeting Date

Committee to consider early November possibly November 7, 2011 at 5:30 p.m.

A MOTION was made by Art to adjourn. Seconded by Carolyn. MOTION CARRIED unanimously.

The meeting was adjourned at 7:06 PM.

Respectfully submitted,

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