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CENTRAL CONNECTICUT HEALTH DISTRICT

GOVERNANCE COMMITTEE MEETING

ROCKY HILL TOWN HALL

October 9, 2008

Approved Working Notes

I. Call to order and attendance

Meeting called to order at 7:05 p.m. Attending: Judith Sartucci, Nancy Klatt, Carolyn Wysocki and Paul Hutcheon.

Excused: Patricia Checko, Andrea Urciuoli

Judy Sartucci agreed to chair the meeting in Andrea's absence.

II. Approval of minutes (September 25, 2008)

A MOTION was made by Nancy Klatt to approve the minutes of September 25, 2008 as presented. Seconded by Judith Sartucci. Two were in favor (Klatt, Sartucci), one abstained (Wysocki), MOTION CARRIED.

III. Strategic Planning

The Committee reviewed the Strategic Plan update report dated November 11, 2007 and the recommendations stated in the NESC letter dated September 17, 2008.

The Committee reviewed the status of progress and objectives:

Goal I, Objective 1—Board members to attend Town Council meetings. DOH to notify board members of dates and times

Objective 2—Governance Committee to work on a Governance Model. Finance Committee to work on fiscal accountability. Each committee to make recommendations to board.

Objective 3—Committee agreed that current manual needed to be reorganized and should contain general policies and procedures, a section of which is person. More policies are needed, including a section on fiscal policies.

Objective 4—Committee agreed additional work is needed on Board Orientation Manual. Two manuals suggested – one for orientation and to serve as a general work manual for board; the other as a resource manual for larger documents, etc.

Objective 5—Governance Committee to evaluate additional actions needed. Recommended splitting out individual versus agency memberships and identifying contact person for agency.

The Committee suggested removing columns “Fiscal Impact”, and “Reporting Date” and changing “Person Responsible” to “Responsible Party” for the entire document.

GOAL II Objective 1 – major meetings for board attendance not listed.
Objective 2 – add environmental health groups
Objective 3 - completed
Objective 4 - completed
Question whether items should be removed once completed for year.

Goal III. Objective 1—committee recommended that this be assigned to a special committee.
Objective 2— no activity. The Committee agreed on the need to examine grant funded programs, funding sources and continuation. The District may need to look at alternate funding sources.
Objective 3— no activity. On hold- needs further definitions/refinement.
Objective 4—Community Health Report Card to be completed. Need to plan for another CH Survey in 2010-2011 (last done in 2006)
Objective 5—The Visit with a Nurse program needs to be included and evaluated.

Goal IV. Objective 1—both a reserve fund policy and a capital improvement fund policy were completed.
Objective 2—baseline of “gratis” goods and services from town developed. Finance Committee needs to develop a full resource plan.
Objective 3—no activity – need to look at the whole workforce issue for the health district. Needs referral to Human Resources for review.

A MOTION was made by Carolyn Wysocki to recommend to the Board that the Strategic Plan be considered a Board Strategic Plan versus a District Strategic Plan. Seconded by Judith Sartucci. Two were in favor (Sartucci, Wysocki), one abstained (Klatt), MOTION CARRIED.

IV. Other business

V. Next meeting date(s)

The Committee agreed to set a future meeting date following the Board meeting on October 16, 2008.

Meeting adjourned at 9:40 p.m.

Respectfully submitted,

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