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**CENTRAL CONNECTICUT HEALTH DISTRICT
COMMUNITY ASSESSMENT COMMITTEE MEETING**
Wethersfield Community Center, Room F-3
November 11, 2010

Working Notes (approved)

I. Call to order and attendance

Meeting called to order at 1:23 p.m. Attending: Grant Golub, Pat Checko, Judy Sartucci, Carolyn Wysocki, Paul Hutcheon, Hilary Norcia.

Excused: Dianne Doot.

II. Review and Reorder agenda.

No action.

III. Public Forum

None Present

IV. Role of Committee in Coordination of BRFSS, accreditation and ACHIEVE assessment processes.

V. Community Health Assessment

- Contract-- Need to confirm with contractor: # of questions (approx. 100); performing Body Mass Index; calling hours; age of respondents representing community; weighting responses.
- Timetable—ready to go with questions by January. Questions submitted to contractor by 1st week of January 2011. Committee needs to develop desired cross tabulations in advance. Assessment needs to be publicized before performing. Findings need to be communicated with the public.
- Selection of Questions—Add back the question as to type of health insurance. Consider what our goals are and pick related questions. These may include: physical activity; tobacco questions; breast health questions; obesity; sun safety.

VI. Other Business

- ACHIEVE—need to review the assessment. Pat will obtain a copy.
- Accreditation—Review of standards, preparation for accreditation, CCHD status and CCHD goals.

VII. Next Meeting Date

Next meeting set for November 23, 2010, 1:00 to 3:00 pm. Agenda item: Check with CDC survey for acceptable questions.

Meeting adjourned at 3:00 p.m.

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