



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

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**CENTRAL CONNECTICUT HEALTH DISTRICT
COMMUNITY ASSESSMENT COMMITTEE MEETING
Newington Town Hall Conference Room 1
December 13, 2010**

Working Notes (Approved)

I. Call to order and attendance

Meeting called to order at 3:10 p.m. Attending: Pat Checko, Dianne Doot, Paul Hutcheon, Grant Golub, Judy Sartucci

Excused: Carolyn Wysocki.

II. Review and Reorder agenda.

Add working notes as item IV.

III. Public Forum

None Present

IV. Approval of Working notes November 23, 2010.

A MOTION was made by Grant Golub to accept working notes of November 23, 2010. Seconded by Judy Sartucci. Motioned carried with 1 abstention by Dianne Doot.

V. Community Health Assessment

- Pat and Paul met with Jerry Lindsley on December 7, 2010 to work on questions.
- Calls will be proportional based upon population and be made from 5 to 9 pm Monday through Friday plus weekends.
- 10% of calls could be cell phones
- Director of Health telephone number given if the called person has questions
- Center for Research and Public Policy shows on Caller ID
- No need for weighting
- If call is answered in Spanish, it will be completed in Spanish.
- Other languages are available.
- TDY line available also.
- The Committee reviewed draft questions.
- The contractor to complete BMI's.

VI. Other Business

- Publicity: Newspapers, cable access TV, Public Service Announcements, churches, council meetings, library postings, grocery stores, town web sites.
- Pursue survey approval by the Board on December 16, 2010 with a start date of February 1, 2011.
- Copy of updated survey to be distributed to the Board when ready.
- Pat to prepare the press release.

VII. Next Meeting Date

Discussion of cross tabs.

Date and time to be set.

A MOTION was made by Grant Golub to adjourn at 4:30 p.m. Seconded by Dianne Doot. Motion carried unanimously.

Meeting adjourned at 4:30 p.m.

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