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BOARD OF HEALTH GOVERNANCE COMMITTEE

August 28, 2018
Meeting Minutes

- I. CALL TO ORDER.** Judith Sartucci chaired this meeting. She called the meeting to order at 2:07 PM in the Mezzanine Conference Room of the Wethersfield Public Library in Wethersfield, CT. The committee observed a moment of silence in recognition of the recent passing of Chairperson Carolyn Wysocki and her significant contributions to the committee and agency.
Present: Charles Brown (Director of Health) and Judith Sartucci.
Excused: No one **Quorum present.**
Staff present: Ann Hartman, Assistant Director for Community Health
Notice posted: August 23, 2018
- II. PUBLIC FORUM:** no one from the public was present.
- III. APPROVAL OF MINUTES**
A MOTION was made by Sartucci, seconded by Brown, to approve the minutes of the June 18, 2018 Committee meeting as posted. **MOTION CARRIED UNANIMOUSLY.**
- IV. UNFINISHED BUSINESS-**
- 1. PHAB Summary Review**
- a) Committee reviewed the summary of the domain reviews from previous PHAB review sessions over the past year.
 - b) Sartucci reminded Committee of the need for periodic reports and the necessity of developing a workplan to establish a timeline for future accreditation based upon the current gaps in required documentation.
 - c) She suggested that staff look at three general areas were identified that would need to be addressed:
 - Processes to be established in agency (e.g., performance management, quality assurance and quality improvement, workforce assessment),
 - Policies and procedures for agency (and the process to develop and maintain them), and
 - staff training required (e.g., cultural competency, confidentiality, ethics training) for almost every new process. Should be included in agency's new workforce development plan.

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V. NEW BUSINESS.

1. Review of Strategic Plan

- Committee deferred review of strategic plan until September Committee meeting.

VI. NEXT MEETING DATES

1. Governance Committee will next meet at 1:30 PM on September 10th in the Wethersfield Library.

2. Items for September meeting agenda:

- Strategic Plan Review
- Accreditation Readiness Plan
- Areas related to agency move (e.g., branding strategy implementation)

VII. ADJOURNMENT

A MOTION was made by Brown, seconded by Sartucci to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 3:55 PM.

Respectfully submitted,

Charles K. Brown, Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: September 10, 2018