



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  
 www.ccthd.org

## **BOARD OF HEALTH GOVERNANCE COMMITTEE**

**September 14, 2018  
Meeting Minutes**

- I. CALL TO ORDER.** Judith Sartucci served as interim chair for this meeting. She called the meeting to order at 12:30 PM in the Ground Level Conference Room of the Wethersfield Public Library in Wethersfield, CT.  
**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:** September 13, 2018
- II. PUBLIC FORUM:** no one from the public was present.
- III. APPROVAL OF AGENDA**
- IV. A MOTION** was made by Brown, seconded by Sartucci, to approve the agenda as posted. **MOTION CARRIED UNANIMOUSLY.**
- V. APPROVAL OF MINUTES**  
**A MOTION** was made by Brown, seconded by Sartucci, to approve the minutes of the August 28, 2018 Committee meeting as posted. **MOTION CARRIED UNANIMOUSLY.**
- VI. UNFINISHED BUSINESS-**
- 1. PHAB Summary Review**
- Brown reported that IT consultant still trying to restore PHAB folder on MS SharePoint site
  - No further work on document at this meeting.
- VII. NEW BUSINESS.**
- 1. Review of Strategic Plan**
- Committee reviewed progress on Year 3 of the strategic plan in preparation for Brown reporting to Board at its September meeting.
  - Progress on objectives continues. Areas needing continued work identified.
  - For Year 4 Sartucci suggested that strategic objectives for the upcoming year focus on - under:
    - A. Goal 1- Revision of the sanitary code
    - B. Goal 2- Expansion of prevention services
    - C. Goal 3- Recruitment/training of workforce
    - D. Goal 4- Further work on PHAB readiness; and training and full implementation of the performance management system

E. Goal 5- Pursuit of grant funding and new revenue streams

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**VIII. NEXT MEETING DATE**

1. Governance Committee will next meet at 1:30 PM on October 15<sup>th</sup> in the Wethersfield Library.
2. Items for October meeting agenda:
  - Areas related to agency move (e.g., branding strategy implementation)
  - Performance management system

**IX. ADJOURNMENT**

**A MOTION** was made by Brown, seconded by Sartucci to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 1:40 PM.

Respectfully submitted,

Charles K. Brown, Jr.  
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: October 17, 2018