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BOARD OF HEALTH GOVERNANCE COMMITTEE

**October 17, 2018
Meeting Minutes**

- I. CALL TO ORDER.** Judith Sartucci served as interim chair for this meeting. She called the meeting to order at 2:43 PM in the Mezzanine Conference Room of the Wethersfield Public Library in Wethersfield, CT.
Present: Charles Brown (Director of Health), Judith Sartucci and Pat Checko.
Excused: No one **Quorum present.**
Staff present: Ann Hartman, Assistant Director for Community Health
Notice posted: October 11, 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 adding “Branding Strategy Update” and “Performance Management Update” under Unfinished Business.” **MOTION CARRIED UNANIMOUSLY.**
- V. APPROVAL OF MINUTES**
A MOTION was made by Brown, seconded by Sartucci, to approve the minutes of the September 14, 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. He is speaking to owner of IT support company to determine options, but staff may have to recreate documents from notes to move forward.
 - 2. Revised PHAB Timetable**
 - Committee reviewed previous timetable and staff will work to update for January 2019 meeting.
 - 3. Review of Strategic Plan**
 - Sartucci provided good feedback about the strategic plan PPT and review at the September Board meeting.
 - For Year 4 committee reviewed options for focus under each strategic goal.
 - Brown will review and bring back to committee suggested plan activities

GOVERNANCE COMMITTEE

October 17, 2018 Meeting

Page 2

4. Branding Strategy Update

- Brown updated committee on use of logo for volunteer gifts and promotional items.
- Main branding activities still being delayed by agency office centralization.

5. Performance Management System Update

- Brown reported that he needs to connect with company to provide user information to establish system. He will work on this as flu clinic operations wind down.

VII. NEW BUSINESS.

1. Board development

- Sartucci reminded committee of the opportunities for board development through the calendar year that included:
 - October- Auditor Report
 - March- Budget Planning Session
 - April- Budget Public Hearing
- Committee members discussed having a short presentation about Community Health programs at the November Board meeting.
- Sartucci also went over the orientation process for new board members. Checko, as incoming Board Chair, stated she would need to review process and materials before orienting new members.

2. Agenda for the Year

- Committee discussed some other activities based on the board bylaws that Governance Committee may address in the coming year.
- These include:
 - Oversight of board appointments – review reminders to be sent to Towns about Board appointments in Feb-March
 - Potential Bylaw changes to address election process, appointments and expiration of terms and investigate adoption of Robert's Rules for Small Organizations

VIII. NEXT MEETING DATE

- TBD

IX. ADJOURNMENT

A MOTION was made by Brown, seconded by Sartucci to adjourn. **MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 3:32 PM.

Respectfully submitted,

Charles K. Brown, Jr.

Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: December 10, 2018