



Northeast District Department of Health

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Draft Executive Committee Meeting Minutes 2/26/2019

10:00 a.m. to 12:00 p.m. 69 S Main St, Unit 4, Brooklyn, CT

1. Attendance: David Griffiths, Elaine Lippke, Tammy Wakefield (by Phone), and Sue Starkey
2. Board Retreat: John Miller, the consultant who will facilitate the retreat, explained that the purpose of today's meeting is to consider and select topics for the retreat. He recommended a limit of four topics for a morning meeting. Each session will be reviewed and action steps identified before moving on to the next topic. The meeting will conclude with a review of everything.

Plan is to create a list of ideas today and share it with the QI Committee on March 11. The QI and Executive Committees will select four topics for the retreat agenda and discuss that agenda at the April Board meeting. There were many suggestions for retreat topics. They are organized by theme.

- Board Responsibilities
 - Communicating with towns
 - Advocating for NDDH
 - Board member accountability
- Board Member Skills
 - Skills inventory
 - Feel good event to get to know Board member's unique skills "What unique experience do you have that you bring to NDDH?"
 - Network building
- Board Member Training and Information Needs
 - What training do we need?
 - What information do we need to be an effective Board member?
 - What are Board members interested in?

- Improving Board and public perception of NDDH by
 - building Board member capacity to advocate for NDDH especially at public meetings
 - Town's knowing what NDDH does and how NDDH benefits the towns
 - Ask "How well do Board members work with the towns? and "What we can do to improve?"
- NDDH Mission and Strategic Plan
 - SWOT analysis, Customers, Values, Vision and Mission
- Rotating members on committees
 - Rotating assignments to committees by town not person
 - Succession planning, progression from vice-chair to chair
 - Term limits for committees and committee chairs

It was also noted that:

- Committee appointments are traditionally the responsibility of Executive Committees
- People don't always want to be on committees
- There are a lot of qualified people on the NDDH Board
- Town officials might be invited to the second retreat
- Sanitarians wish Director knew what they do and staff in general wish the Board knew all they do [note above, the Board wishes the towns knew all NDDH does!]

Plan: There will be four topics addressed at the retreat. Each topic will last about one hour and end with an action plan. There will be a recap of action plans at the conclusion of the meeting. The retreat meeting minutes will be taken by NDDH staff. Further discussion will take place at the June Board meeting. A nominating committee will be appointed at the June meeting. The Executive Committee will be elected at the September meeting. David Griffiths is willing to serve at the NDDH Chair. A follow-up retreat is tentatively scheduled for the fall. The plan is to have an NDDH Strategic Plan prepared for a Board vote in November. Committee Chairs and members will be elected at that November meeting. NDDH staff holds a Reception and Orientation for newly elected officials and Board members on alternate years.

3. The April Board meeting agenda will include the formation of a committee to consider waiver of fees for Board members participating in NDDH Fast Class (or fee-based) training. David Griffiths will lead discussion.
4. NDDH Draft Operations Strategic Plan/Business Plan is in progress with input from staff and includes items that will need Board support/financing.

5. Sue will ask Delpha for permission to invite Executive Committee to the March 11 QI meeting in hopes of finalizing the retreat agenda.

6. Venues and for retreat.

We need to have space for about 35 participants. Tables or desks that allow people to write are preferred. We will need caterer if there is no kitchen area.

- Elaine will check availability at Key Bank and Westfield Church.
- Sue will check with QVCC and collect info about caterers to review at QI meeting.
- Folders with agenda, pens and paper will be provided.
- NDDH staff member will attend to take minutes.

7. Adjourned at 12:30