

NDDH QI Committee Meeting Minutes: August 13, 2018 Final

Time: 2:10-4:00 p.m.

1. Attendance: Delpha Very, Elaine Lippke, Arvind Shaw, Sue Starkey, Linda Colangelo.
2. Minutes of the July 9, 2018 meeting. Motion to approve from E. Lippke; seconded by A. Shawn. Motion passed unanimously.
3. Timeline Review – S. Starkey reviewed the timeline. Current strategic plan expires in November, QI Committee is on track but a little behind schedule.
4. BOH Survey
 - Committee discussed sending out the survey and tallying individual results – which costs a lot because of time involved versus sending out ahead and discussing at September BOH meeting to prompt member input.
 - Useful discussion and input from Board members would be skills, interests, background, committee preferences, desired information (or reports, tools, or skill building topics with focus on improving communication with town officials).
 - Ice breakers, team building or sharing exercises could be useful in getting to know BOH members and engaging the members and improving their active participation. Possibly asking a question at every BOH meeting, possibly extending length of meetings, putting discussions on meeting agendas.
 - It was again recommended that operational reports be short because materials are sent out ahead.
 - Another option is special meetings or retreats; however, people might not go to extra meetings. There has never been a BOH retreat. It is really important to take time to share orientation and do work. Participation may be limited if it takes up too much time. The survey was created in response to concerns about Board processes. It is intended to help move the organization forward. Retreats are for having discussions. NDDH has not had one in all 45 years. Issues for BOH discussions at retreat could include
 - BOH members engagement awareness – reading materials ahead of time.
 - Useful reports – particularly reports to help with communicating with towns.
 - NDDH mission: NDDH will, through community partnerships, promote, protect, and improve the health of the residents of Northeastern Connecticut, by monitoring health concerns, preventing illness, and encouraging healthy lifestyles.
 - The group agreed to the following changes to the evaluation form:
 - Title: Board Member Self-Evaluation
 - Due date: September 13th
 - Change all questions so it is a self-evaluation by substituting the word I/I believe, instead of “Board”.
 - Strike question about “urgent matters”
 - Strike question about “fundraising”
 - Change from question about confidentiality to “I understand open meeting laws”.
 - Change open-ended to multiple choice questions when possible

- The plan is to send the revised survey to BOH and collect at September meeting and hold discussions at upcoming meetings with Chair approval.

5. Next Meeting – September 10, 2018 at 2:00 p.m.

6. Adjourn – Motion to adjourn made by E. Lippke; seconded by D. Very. Motion passed unanimously.