



BOARD OF HEALTH HUMAN RESOURCES COMMITTEE

January 13, 2021 Meeting

MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Marti Stiglich called the meeting to order at 3:03 PM in the offices of CCHD in Rocky Hill, CT and via conference call.

Present: Marti Stiglich(call-in), Patricia Checko (call-in), Roy Zartarian(call-in) Judy Sartucci (call-in) and Charles Brown

Excused: Ray Jarema **Quorum present.**

Date meeting notice posted: January 12, 2021

Staff: none

B. PUBLIC FORUM – no one from the public was present.

C. ADOPTION OF AGENDA

MOTION was made by Checko, seconded by Sartucci to accept the agenda as posted.

Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES

MOTION was made by Checko, seconded by Sartucci to approve the minutes of December 9, 2020 Committee meeting. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

1. Hiring Update

- Brown updated the committee on the recruitment process for the CCHD Grant Administrator and Health Educator positions being hired under a new grant from CT DPH. Positions will be posted in January and filled as soon as possible.

2. Vacation Rollover

- Brown updated the HR committee on the status of vacation time accrued by staff during the past several months due to the pandemic. Committee members urged Brown to assure that staff were given opportunity to take accrued time within the current personnel rules. Brown will meet with supervisors to communicate the need for staff to take time appropriately.

3. Vaccination Update

- Brown updated the committee on the current phase of vaccinations and where staff and volunteers fit into the phases. CCHD has acquired the necessary equipment and will be ordering vaccine soon. Stiglich urged the agency to begin offering vaccine to populations, specifically the elderly, that are most at risk as soon as possible.

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F. NEW BUSINESS

1. 2021 Committee Meeting

- Stiglich presented the proposed meeting dates for 2021 for the Human Resources Committee. discussed options to address situations where staff have not been able to take time and are approaching use or lose. Brown to bring to Board report on vacation time accrual and committee will address next meeting.

G. NEXT MEETING

1. The Human Resources Committee will meet on Wednesday, February 10, 2021 at 3:00 PM in the CCHD offices in Rocky Hill and via teleconference.
2. Potential Agenda Items for Future meetings:
 - a. Agency Policy letter Review
 - b. Flu Vaccine Policy for Staff
 - c. Discussion of Conversion to Paid Time Off
 - d. Standing agenda item for PHAB readiness review looking at measures under Domain 8 for activities to include:
 - i. Partnerships with the schools
 - ii. Workforce development planning
 1. Assessment needed
 - iii. Recruitment process
 1. Advertising and verification of credentials
 - iv. Annual professional review plans and documentation of training
 - v. Policies that support a healthy work environment for employees
 1. Wellness policies
 - vi. Employee recognition
 - vii. Specific wellness activities
 - viii. Completion of ADA assessment

H. ADJOURNMENT

MOTION was made by Sartucci, seconded by Zartarian to adjourn. **Motion carried unanimously.** The meeting adjourned at 3:56 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: March 10, 2021