



BOARD OF HEALTH
HUMAN RESOURCES COMMITTEE
January 8, 2020 Meeting
MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Marti Stiglich called the meeting to order at 3:10 PM in the Conference Room of CCHD in Rocky Hill, CT.

Present: Marti Stiglich, Ray Jarema, Patricia Checko and Charles Brown

Excused: Judy Sartucci **Quorum present.**

Date meeting notice posted: January 6, 2020

Staff: none

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

C. ADOPTION OF AGENDA

MOTION was made by Checko, seconded by Jarema to accept the agenda as posted. **Motion carried unanimously.**

D. APPROVAL OF RECORD OF MINUTES

MOTION was made by Jarema, seconded by Checko to approve the minutes of November 6, 2019 Committee meeting. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

1. Accreditation Issues Related to Human Resources

Workforce Development- Brown reported on conversation within regional preparedness planning group regarding assessment tools. CREPC needs to re-accomplish its multi-year training and exercise plan. This necessitates completing an extensive capabilities based training assessment for all staff in the agency. This assessment, combined with other tools from local health departments and districts should give us the information we need to complete our workforce development plan. Brown will meet with regional planners to discuss implementation timeline for assessment and process for receiving individual LHD results.

F. NEW BUSINESS

1. Wellness Policy Discussion

- Committee began discussion of potential wellness policy and what Board members thought would be appropriate to include. Topics included:
 1. Focusing on the whole person including healthy living, exercise and mental/behavioral health topics (mindfulness, stress reduction, Etc.).
 2. Providing time to participate in activities versus money/incentives
 3. Seeking out seminars for group learning from existing resources (CIRMA, EAP)
 4. Prioritizing business choices that assist in expanding wellness initiatives in the agency (i.e. insurance policies that address wellness issues)
- Committee will continue discussion on this topic next month.

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G. NEXT MEETING

1. The Human Resources Committee will meet on Wednesday, February 12, 2020 at 3:00 PM in the CCHD offices in Rocky Hill.

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. Establishment of Career ladders
 - ix. Completion of ADA assessment

H. ADJOURNMENT

MOTION was made by Jarema, seconded by Checko to adjourn. **Motion carried unanimously.** The meeting adjourned at 3:55 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: February 12, 2020