

BOARD OF HEALTH HUMAN RESOURCES COMMITTEE

October 14, 2020 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), Judy Sartucci(call-in), Patricia Checko (call-in), Ray Jarema(call-in) and Charles Brown

Excused: None **Quorum present.**

Date meeting notice posted: October 10, 2020

Staff: none

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

C. ADOPTION OF AGENDA

MOTION was made by Sartucci, seconded by Jarema 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 July 8, 2020 Committee meeting. **Motion carried. Jarema Abstained.**

E. UNFINISHED BUSINESS

1. Job Descriptions

- Brown presented to committee the current version of the CCHD Health Educator job description and a CDC template of a Contact Tracer job description for review. Both positions will be needed under a new grant from CT DPH and appropriate job descriptions will need to be approved. Additionally, a job description for Grant Manager will need to be developed and will be presented for comment at a future meeting. Committee members will review and comment prior to next meeting.

F. NEW BUSINESS

1. Vaccination Update

- Brown briefed committee members on how CCHD was addressing vaccination for flu and COVID-19. CCHD is currently using staff and volunteers to run drive-through flu clinics and has been well attended to date. COVID-19 vaccination planning is starting with CCHD staff working with State and regional partners to identify priority recipients. Stiglich requested CCHD work with town leadership to reach out to groups when vaccine becomes available.

2. Recognition Opportunities

- Committee discussed various ways to recognize efforts of public health professionals. Brown will work with committee members on recognition.

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G. NEXT MEETING

1. The Human Resources Committee will meet on Wednesday, November 10, 2020 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 Checko, seconded by Sartucci to adjourn. **Motion carried unanimously.** The meeting adjourned at 3:42 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: November 10, 2020