



BOARD OF HEALTH
HUMAN RESOURCES COMMITTEE
October 9, 2019 Meeting
MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Marti Stiglich called the meeting to order at 3:04 PM in the Conference Room of CCHD in Rocky Hill, CT.

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

Excused: None **Quorum present.**

Date meeting notice posted: October 7, 2019

Staff: none

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

C. ADOPTION OF AGENDA

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

D. APPROVAL OF RECORD OF MINUTES

MOTION was made by Checko, seconded by Jarema to approve the minutes of September 11, 2019 Committee meeting with some correction of minor typographical errors. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

1. Agency Policy Letter Review

- Employee Health Policies
 - Brown still working on incorporating recommendations from memo from Rocky Hill Director of HR and Compliance, Dana McGee, concerning proposed changes to personnel handbook and policy letters. Brown will work to operationalize items from McGee's letter and incorporate and changes from pending collective bargaining contract.

F. NEW BUSINESS

1. Accreditation Issues Related to Human Resources

- Workforce Development- Brown reported on consideration of using previous assessment documents to re-accomplish training assessment for staff. Sartucci stated that staff had some difficulty with the assessments last time due to it being based on the PH Capabilities and staff not having great understanding of them. Also, it was brought up that Board and volunteers also are part of the workforce development plan. Board assessment has been accomplished via survey, but volunteers would need some form of assessment that may be able to be accomplished at the end of flu season.

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2. Community Health Worker Job Description

- Brown presented a draft job description for a Community Health Worker position under the Putting on Airs grant. Committee members discussed the appropriateness of having a job description for a contracted position and will review proposed job description and send comments to Brown prior to the next meeting.

G. NEXT MEETING

1. The Human Resources Committee will meet on Wednesday, November 6, 2019 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 Sartucci to adjourn. **Motion carried unanimously.** The meeting adjourned at 3:59 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: November 6, 2019