



BOARD OF HEALTH HUMAN RESOURCES COMMITTEE

November 10, 2020 Meeting

MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Marti Stiglich called the meeting to order at 3:00 PM in the offices of CCHD in Rocky Hill, CT and via conference call.

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

Excused: Judy Sartucci **Quorum present.**

Date meeting notice posted: November 9, 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 Checko, seconded by Jarema to approve the minutes of October 14, 2020 Committee meeting. **Motion carried.**

E. UNFINISHED BUSINESS

1. Job Descriptions

- Brown presented to committee the current version of the CCHD Health Educator job description and 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. Committee members reviewed Contact Tracer position and provided comments. Health Educator previously approved.

MOTION was made by Checko, seconded by Jarema to recommend the Board approve the Contact Tracer job description at the November Board of Health meeting. **Motion carried unanimously.**

F. NEW BUSINESS

1. Vaccination Update

- Brown briefed committee members on how CCHD was addressing vaccination for flu and COVID-19. CCHD is completed drive-through flu clinics in October. COVID-19 vaccination planning is starting with CCHD staff working with State and regional partners to identify priority recipients.

2. Recognition Opportunities

- Committee and Brown will work with towns on recognition via proclamation drafted by Sartucci.

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G. NEXT MEETING

1. The Human Resources Committee will meet on Wednesday, December 9, 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 Jarema to adjourn. **Motion carried unanimously.** The meeting adjourned at 3:37 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: December 9, 2020