



BOARD OF HEALTH HUMAN RESOURCES COMMITTEE

November 10, 2021 Meeting

MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Marti Stiglich called the meeting to order at 3:09 PM in the offices of CCHD in Rocky Hill, CT and via conference call.

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

Excused: Roy Zartarian **Quorum present.**

Date meeting notice posted: November 9, 2021

Staff: none

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

C. ADOPTION OF AGENDA

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

Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES

MOTION was made by Sartucci, seconded by Jarema to approve the minutes of September 8, 2021 Committee meeting. **Motion carried.**

E. UNFINISHED BUSINESS

1. Hiring Update

- Brown reported that Health Inspector position has been filled by Melissa Miller, she started on 11/15/21.

2. Job Description

- Job descriptions are required for two new positions under a grant, Public Health Nurse and Epidemiologist. Committee members worked with Brown to draft Public Health Nurse position. Epidemiologist position is standardized with other local health positions to allow for regional collaboration.

1. Motion by Checko, seconded by Sartucci to recommend Epidemiologist job description be approved at next Board meeting.

Motion carried.

2. Motion by Checko, seconded by Jarema to recommend Public Health Nurse job description be approved at next Board meeting. **Motion carried.**

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3. COVID-19 Sick Leave Policy

- Brown reported to the committee that staff had asked for a defined policy for sick leave if employees are affected by COVID-19. Brown drafted policy and discussed with staff and committee.
- Motion by Sartucci, seconded by Checko to recommend approval of COVID-19 Sick Leave Policy at the next Board meeting. **Motion carried.**

F. NEW BUSINESS- None

G. NEXT MEETING

1. The Human Resources Committee will meet on Wednesday, December 8, 2021 at 3:00 PM in the CCHD offices in Rocky Hill and via teleconference.

H. ADJOURNMENT

MOTION was made by Jarema, seconded by Checko to adjourn. **Motion carried unanimously.** The meeting adjourned at 4:26 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: December 8, 2021