



BOARD OF HEALTH HUMAN RESOURCES COMMITTEE

November 6, 2019 Meeting

MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Marti Stiglich called the meeting to order at 3:03 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: November 4, 2019

Staff: none

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

C. ADOPTION OF AGENDA

MOTION was made by Jarema, seconded by Sartucci 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 9, 2019 Committee meeting. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

1. Agency Policy Letter Review

- Employee Health Policies
 - Brown has finished 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 incorporate changes from pending collective bargaining contract and present draft to committee at future meeting.

2. Community Health Worker Job Description

- Brown presented a revised draft job description for a Community Health Worker position under the Putting on Airs grant that incorporated changes suggested by committee members. Checko asked about the job title and was informed that this was prescribed by the POA contract. Checko reminded committee members that training exists for these positions but certification has not been established yet by CT DPH. **MOTION** was made by Checko, seconded by Jarema to recommend approval of the job description to the Board at the next meeting. Ayes- Checko, Jarema, Stiglich. Abstain- Sartucci. **Motion passed.**

3. Accreditation Issues Related to Human Resources

Workforce Development- Brown reported on conversation with other LHDs regarding assessment tools. Agencies will share documents prior to deploying assessments to staff.

CCHD HUMAN RESOURCES COMMITTEE

November 6, 2019 Meeting

Page 2

F. NEXT MEETING

1. The Human Resources Committee will meet on Wednesday, December 11, 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

G. ADJOURNMENT

MOTION was made by Checko, seconded by Jarema to adjourn. **Motion carried unanimously.** The meeting adjourned at 3:38 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: January 8, 2020