



BOARD OF HEALTH HUMAN RESOURCES COMMITTEE

November 9, 2022 Meeting

MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Marti Stiglich called the meeting to order at 3:05 PM in the offices of CCHD in Rocky Hill, CT and via conference call.

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

Excused: Quorum present.

Date meeting notice posted: November 8, 2022

Staff: none

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

C. ADOPTION OF AGENDA

MOTION was made by Sartucci to add “Discussion of Juneteenth Holiday” under New Business, seconded by Checko to accept the agenda. **Motion carried unanimously.**

D. APPROVAL OF RECORD OF MINUTES

MOTION was made by Zartarian, seconded by Jarema to approve the minutes of September 14, 2022 Committee meeting. **Motion carried.**

E. UNFINISHED BUSINESS

1. Hiring Update

- Brown reported that recruitment and advertising for Environmental Health Positions continue. A viable applicant submitted application and will be followed up with soon for the Supervising Sanitarian position. The Environmental Health Inspector position has gotten some applicants but none with food service experience.

F. NEW BUSINESS-

1. Administrative Section Reorganization

- Brown reported that Knotek had put in her resignation to the agency effective the end of December 2022. With departure of Office Manager in the Spring of 2023, Brown suggested reviewing the overall duties of the administrative staff with an eye toward the recruitment of appropriate skill sets and number of personnel required to perform the outlined tasks. Committee members agreed that future expansion of medical billing due to additional clinical services billing could impact duties in the future. Committee suggested posting Administrative Assistant position with preferred medical billing and look to posting Bookkeeper position soon.

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2. Agency Recruitment and Retention Strategy

- Brown requested the Committee review strategy related to recruitment and retention of staff across the agency. Brown stated the inability to recruit experienced staff in the past has affected the agency's ability to accomplish its goals for the future and suggested a review of salary, benefits and workforce policies that impact recruitment and retention of staff. Committee members discussed several aspects of this and agreed that a salary study should be accomplished. Brown reported that a salary study was underway among LHDs and would seek information from it to support future discussions.

3. Discussion of Juneteenth Holiday

- Sartucci asked committee members if there was a requirement for celebrating the Juneteenth Holiday recently enacted by the State of Connecticut. Brown reported that there was not a requirement to add it to recognized holidays, as these are negotiated items via collective bargaining. Committee members suggested that a change should be considered if three of four of the member towns adopt the holiday or it be addressed at the next contract negotiation process.

G. NEXT MEETING

1. The Human Resources Committee will meet on Wednesday, December , 2022 at 3:00 PM in the CCHD offices in Rocky Hill and via teleconference.
2. Future Topics for Agenda
 - a. Hiring update

H. ADJOURNMENT

MOTION was made by Jarema, seconded by Sartucci to adjourn. **Motion carried unanimously.** The meeting adjourned at 3:28 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: