



BOARD OF HEALTH HUMAN RESOURCES COMMITTEE

December 9, 2020 Meeting

MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Marti Stiglich called the meeting to order at 3:03 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 but left at 3:31pm), Roy Zartarian(call-in) Judy Sartucci (call-in) and Charles Brown

Excused: None **Quorum present.**

Date meeting notice posted: December 8, 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 Jarema, seconded by Zartarian to approve the minutes of November 10, 2020 Committee meeting. **Motion carried.**

E. UNFINISHED BUSINESS

1. Job Descriptions

- Brown presented to committee the draft version of the CCHD Grant Administrator job description for review. Position will be needed under a new grant from CT DPH and appropriate job description will need to be approved. Committee members reviewed position and provided comments.

MOTION was made by Checko, seconded by Zartarian to recommend the Board approve the Grant Administrator job description at the December Board of Health meeting. **Motion carried unanimously.**

F. NEW BUSINESS

1. Vacation Rollover

- Brown briefed committee members on how CCHD was addressing vacation issues for staff due to COVID-19. Committee discussed options to address situations where staff have not been able to take time and are approaching use or lose. Brown to bring to Board report on vacation time accrual and committee will address next meeting.

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G. NEXT MEETING

1. The Human Resources Committee will meet on Wednesday, January 13, 2021 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 Sartucci, seconded by Zartarian to adjourn. **Motion carried unanimously.** The meeting adjourned at 4:07 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: January 13, 2021