



## BOARD OF HEALTH HUMAN RESOURCES COMMITTEE

February 12, 2020 Meeting

### MINUTES

#### A. CALL TO ORDER AND ATTENDANCE

Chairman Marti Stiglich called the meeting to order at 2:58 PM in the Conference Room of CCHD in Rocky Hill, CT.

**Present:** Marti Stiglich, Ray Jarema, Judy Sartucci and Charles Brown

**Excused:** Patricia Checko **Quorum present.**

**Date meeting notice posted:** January 10, 2020

**Staff:** none

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

#### C. ADOPTION OF AGENDA

**MOTION** was made by Sartucci, 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 Sartucci to approve the minutes of January 8, 2020 Committee meeting. **Motion carried unanimously.**

#### E. UNFINISHED BUSINESS

##### 1. Wellness Policy Discussion

- Committee continued discussion of potential wellness policy and what Board members thought would be appropriate to include. Topics included:
  1. Focusing on the whole person including healthy living, exercise and mental/behavioral health topics (mindfulness, stress reduction, Etc.).
  2. Providing time to participate in activities versus money/incentives
  3. Seeking out seminars for group learning from existing resources (CIRMA, EAP)
  4. Prioritizing business choices that assist in expanding wellness initiatives in the agency (i.e. insurance policies that address wellness issues)
- Sartucci added to the discussion based upon her experience with PHAB. This policy should be part of an overall policy or plan for assuring a supportive work environment for employees. Included are policies and activities such as employee recognition; accommodations for employees like lactation areas for new mothers; and health and wellness topics in personnel policies were things to consider.
- Brown will begin working on incorporating discussion into CCHD policy and practices.

#### F. NEW BUSINESS

##### 1. Community Health Coordinator Position Discussion

- Brown brought to the committee's attention that the current Health Educator was functioning beyond the scope of their assigned job description. Grant requirements and agency needs had added duties including contractor supervision and communication through website and social media.

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- Brown suggested reviewing and revising inactive Community Health Coordinator (CHC) position to incorporate the current duties of the position since it more closely resembles the functions being performed. Additionally, incorporation of this position could provide a career ladder within Community Health section going from Health Educator to Community Health Coordinator to Assistant Director for Community Health.
- Committee members agreed with rationale behind revising CHC job description. Brown will revise and bring to HR Committee next month for review.

### **G. NEXT MEETING**

1. The Human Resources Committee will meet on Wednesday, March 11, 2020 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

### **H. ADJOURNMENT**

**MOTION** was made by Jarema, seconded by Sartucci 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: 03-11-2020**