



BOARD OF HEALTH HUMAN RESOURCES COMMITTEE

February 8, 2023 Meeting

MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Marti Stiglich called the meeting to order at 3:06 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) and Charles Brown

Excused: Roy Zartarian **Quorum present.**

Date meeting notice posted: February 7, 2023

Staff: none

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

C. ADOPTION OF AGENDA

MOTION was made by Sartucci, seconded by Jarema to accept the agenda. **Motion carried unanimously.**

D. APPROVAL OF RECORD OF MINUTES

MOTION was made by Sartucci, seconded by Jarema to approve the minutes of January 11, 2023 Committee meeting with minor correction. **Motion carried.**

E. UNFINISHED BUSINESS

1. Hiring Update

- Brown reported that Michele Gerard has been hired as an Office Manager will start at the beginning of March. Michele has experience in financial reporting and human resources that will be very valuable to the agency.
- Brown reported that recruitment and advertising for Environmental Health Positions continue. The Environmental Health Inspector position has gotten some applicants but none with food service experience.

2. Remote Work Policy Discussion

- Committee discussed the current status of remote work occurring within the agency as a result of the COVID-19 pandemic. Committee members reviewed a draft policy prepared by Brown and provided comments for further revisions.

F. NEW BUSINESS-

1. **A Motion** was made by Sartucci, seconded by Checko to accept the proposed meeting schedule for 2023. **Motion Carried.**

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G. NEXT MEETING

1. The Human Resources Committee will meet on Wednesday, March 8, 2023 at 3:00 PM in the CCHD offices in Rocky Hill and via teleconference.
2. Future Topics for Agenda
 - a. Hiring update
 - b. Remote Work Policy Discussion

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: March 8, 2023