



BOARD OF HEALTH HUMAN RESOURCES COMMITTEE

March 10, 2021 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(call-in), Patricia Checko (call-in), Roy Zartarian(call-in) Judy Sartucci (call-in) and Charles Brown

Excused: Ray Jarema **Quorum present.**

Date meeting notice posted: March 9, 2021

Staff: none

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

C. ADOPTION OF AGENDA

MOTION was made by Sartucci, seconded by Checko to accept the agenda as posted.

Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES

MOTION was made by Checko, seconded by Sartucci to approve the minutes of January 13, 2021 Committee meeting. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

1. Hiring Update

- Brown updated the committee on the recruitment process for the CCHD Grant Administrator and Health Educator positions being hired under a new grant from CT DPH. Positions posted in January and interviews will begin soon for Health Educator position. Grant Administrator position will need to be reposted as we have not had sufficient applicants.

F. NEW BUSINESS

1. Personnel Policy Discussion

- Sartucci made a **Motion** to go into Executive Session for the purposes of discussing a personnel matter. Seconded by Zartarian. **Motion carried unanimously.** In session at 3:13pm: Brown, Stiglich, Sartucci, Checko, Zartarian. Out of Session at 3:31pm.
 - Brown to contact Shipman and Goodwin for legal consultation prior to next meeting.

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G. NEXT MEETING

1. The Human Resources Committee will meet on Wednesday, April 14, 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 Zartarian, seconded by Checko to adjourn. **Motion carried unanimously.** The meeting adjourned at 3:34 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: April 14, 2021