



BOARD OF HEALTH
HUMAN RESOURCES COMMITTEE
March 11, 2020 Meeting
MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Marti Stiglich called the meeting to order at 3:05 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: March 5, 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 Sartucci, seconded by Jarema to approve the minutes of January 8, 2020 Committee meeting with minor correction to page 1 - item E1. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

1. Wellness Policy Discussion

- Brown brought list of recommendations for Board to consider incorporating into CCHD Wellness policy and practices. Items included time for exercise or wellness activities, semi-annual seminars on wellness topics, review of employee benefit packages and incorporation of wellness as a consideration during benefit purchases.

MOTION was made by Jarema, seconded by Sartucci to forward to the Board with a recommendation to accept so the policy can be developed. **Motion carried unanimously.**

F. NEW BUSINESS

1. COOP Plan Review

- Brown reviewed the CCHD Continuity of Operations Plan (COOP) status with the committee, highlighting actions that have been taken in responses to the current outbreak of COVID-19. Brown stated that centralization had provided opportunity to utilize skillsets of employees regardless of job title during the response. Recent employee situations have also required cross training for critical functions which have been crucial to ensuring redundancy for administrative and operational tasks.
- Brown will use after-action planning for updates of the plan when review is completed.

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G. NEXT MEETING

1. The Human Resources Committee will meet on Wednesday, May 13, 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 3:35 PM.

Respectfully submitted,

Charles K. Brown Jr.

Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: May 13, 2020