



## BOARD OF HEALTH HUMAN RESOURCES COMMITTEE

March 8, 2023 Meeting  
MINUTES

### A. CALL TO ORDER AND ATTENDANCE

Chairman Marti Stiglich called the meeting to order at 3:05 PM in the offices of CCHD in Rocky Hill, CT and via conference call.

**Present:** Marti Stiglich, , Ray Jarema (call-in), Roy Zartarian (via Zoom) and Charles Brown

**Excused:** Judy Sartucci **Quorum present.**

**Date meeting notice posted:** March 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 Jarema, seconded by Zartarian to accept the agenda. **Motion carried unanimously.**

### D. APPROVAL OF RECORD OF MINUTES

**MOTION** was made by Jarema, seconded by Stiglich to approve the minutes of February 8, 2023 Committee meeting minutes. **Motion carried.** Zartarian abstained.

### E. UNFINISHED BUSINESS

#### 1. Hiring Update

- Brown reported that Michele Gerard has started as an Office Manager 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 and interviews will be conducted soon for final open position.

#### 2. Revised CCHD Personnel Policy

- Committee discussed revised policy and will provide comments at next meeting.

#### 3. Remote Work Policy Discussion

- Committee members reviewed a draft policy prepared by Brown and provided comments for further revisions.
- **MOTION** was made by Jarema, seconded by Zartarian to accept the draft policy and move to the Board for discussion and possible action. **Motion carried unanimously**

### F. NEW BUSINESS- NONE

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**G. NEXT MEETING**

1. The Human Resources Committee will meet on Wednesday, May 10, 2023 at 3:00 PM in the CCHD offices in Rocky Hill and via teleconference.
2. Future Topics for Agenda
  - a. Hiring update
  - b. Personnel Policy

**H. ADJOURNMENT**

**MOTION** was made by Zartarian, seconded by Jarema to adjourn. **Motion carried unanimously.** The meeting adjourned at 3:24 PM.

Respectfully submitted,

Charles K. Brown Jr.  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE:**