



BOARD OF HEALTH HUMAN RESOURCES COMMITTEE

**April 14, 2021 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(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: April 13, 2021

Staff: none

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

C. ADOPTION OF AGENDA

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

Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES

MOTION was made by Sartucci, seconded by Checko to approve the minutes of March 10, 2021 Committee meeting. **Motion carried unanimously.**

E. UNFINISHED BUSINESS

1. Hiring Update

- Brown updated the committee on the hiring process for the CCHD Grant Administrator and Health Educator positions being hired under a new grant from CT DPH. Position of Health Educator has been offered and accepted with a projected start date of May 3rd. Grant Administrator position will need to be reposted as we have not had sufficient applicants.

2. Personnel Policy Discussion

- Brown contacted Shipman and Goodwin for legal consultation about personnel policy but had not gotten anything back yet. Zartarian and Sartucci suggested to have full legal review to include mandatory vaccination and active shooter scenarios.

F. NEW BUSINESS

1. None.

CCHD HUMAN RESOURCES COMMITTEE

April 14, 2021 Meeting

Page 2

G. NEXT MEETING

1. The Human Resources Committee will meet on Wednesday, May 12, 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 3:15 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: June 9, 2021