



BOARD OF HEALTH HUMAN RESOURCES COMMITTEE

May 13, 2020 Meeting

MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Marti Stiglich called the meeting to order at 3:0 PM in the offices of CCHD in Rocky Hill, CT and via conference call.

Present: Marti Stiglich(call-in), Ray Jarema(call-in), Judy Sartucci(call-in), Patricia Checko (call-in) and Charles Brown

Excused: None **Quorum present.**

Date meeting notice posted: May 11, 2020

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 Jarema, seconded by Sartucci to approve the minutes of March 11, 2020 Committee meeting. **Motion carried. Checko Abstained.**

E. UNFINISHED BUSINESS

None.

F. NEW BUSINESS

1. Job Description Review

- Committee reviewed the Community Health Coordinator Job Description and provided comments on various items within. Brown made changes to the job description based upon committee comments.

MOTION was made by Checko, seconded by Jarema to recommend the Community Health Coordinator job description for approval at the next CCHD Board Meeting.

Motion carried unanimously.

G. NEXT MEETING

1. The Human Resources Committee will meet on Wednesday, June 10, 2020 at 3:00 PM in the CCHD offices in Rocky Hill and via teleconference.

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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 3:58 PM.

Respectfully submitted,

Charles K. Brown Jr.

Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: July 8, 2020