



BOARD OF HEALTH HUMAN RESOURCES COMMITTEE

June 9, 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), Ray Jarema(call-in) and Charles Brown

Excused: None **Quorum present.**

Date meeting notice posted: June 8, 2021

Staff: none

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

C. ADOPTION OF AGENDA

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

Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES

MOTION was made by Checko, seconded by Zartarian to approve the minutes of April 14, 2021 Committee meeting. Jarema Abstained **Motion carried.**

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. Positions will need to be reposted as we have now viable candidates. Additionally, the need for a Grant Administrator may not be pressing as number of grants are decreasing.

F. NEW BUSINESS

1. Mandatory Vaccination Discussion

- The committee members discussed the potential need to mandate vaccinations for staff for influenza and COVID-19. Sartucci brought up the clinical services that the district provides in the asthma program and in-home vaccinations and the potential for infection in those scenarios. The committee will research current practices and will revisit this topic in the future.

2. Volunteer Usage Discussion

- The committee members discussed the use of volunteers by the agency and how it has changed during the pandemic response. Sartucci suggested a need for formalized orientation and training as well as additional emphasis on recruitment of new volunteers.

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G. NEXT MEETING

1. The Human Resources Committee will meet on Wednesday, August 11, 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 Jarema to adjourn. **Motion carried unanimously.** The meeting adjourned at 4:10 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: September 8, 2021