



BOARD OF HEALTH HUMAN RESOURCES COMMITTEE

July 8, 2020 Meeting

MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Marti Stiglich called the meeting to order at 3:02 PM in the offices of CCHD in Rocky Hill, CT and via conference call and Zoom.

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

Excused: Ray Jarema None **Quorum present.**

Date meeting notice posted: July 7, 2020

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 May 13, 2020 Committee meeting. **Motion carried. Checko Abstained.**

E. UNFINISHED BUSINESS

None.

F. NEW BUSINESS

1. Volunteers in COVID-19 Response Discussion

- Brown briefed committee members on how CCHD was using volunteers in different capacities during the pandemic response. Currently, volunteers have begun to trace contacts of those confirmed with COVID-19. Sartucci asked for Brown to discuss with legal representation if any agreements or other documentation should be enacted to ensure both parties are protected. Brown will discuss with lawyer and report back to committee. Other discussion points included personal protection for vaccinators and temporary employee status if volunteers were to be paid.

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. Completion of ADA assessment

H. ADJOURNMENT

MOTION was made by Checko, seconded by Sartucci to adjourn. **Motion carried unanimously.** The meeting adjourned at 3:47 PM.

Respectfully submitted,

Charles K. Brown Jr.

Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: October 14, 2020