



## BOARD OF HEALTH HUMAN RESOURCES COMMITTEE

August 10, 2022 Meeting  
MINUTES

### A. CALL TO ORDER AND ATTENDANCE

Chairman Marti Stiglich called the meeting to order at 3:04 PM in the offices of CCHD in Rocky Hill, CT and via conference call.

**Present:** Marti Stiglich(call-in), Patricia Checko (call-in), Judy Sartucci (call-in), Ray Jarema(call-in), Roy Zartarian(call-in Joined at 307pm) and Charles Brown

**Excused:** Quorum present.

**Date meeting notice posted:** August 9, 2022

**Staff:** none

**B. PUBLIC FORUM** – no one from the public was present or on zoom.

### C. ADOPTION OF AGENDA

**MOTION** was made by Checko, seconded by Zartarian to accept the agenda. **Motion carried unanimously.**

### D. APPROVAL OF RECORD OF MINUTES

**MOTION** was made by Checko, seconded by Zartarian to approve the minutes of May 11, 2022 Committee meeting. **Motion carried.**

### E. UNFINISHED BUSINESS

#### 1. Hiring Update

- Brown reported that recruitment and advertising for Environmental Health Positions continues but no viable applicants have been submitted for Supervising Sanitarian and no one with food service experience for the inspector position.
- Committee discussed options for incentivizing applicants to include hiring bonuses.
  1. A Motion was made by Checko, seconded by Zartarian to approve an incentive for Supervising Sanitarian position. Motion Carried unanimously.
  2. A Motion was made by Sartucci, seconded by Checko to provide an incentive for applicants of the Environmental Health Inspector position who are food certified. Motion carried unanimously.

#### 2. Wellness Policy

- Brown reviewed the status of the Agency Wellness policy with the committee. Committee members reviewed the recommendations that were previously developed and suggested it be sent for legal review.

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### **F. NEW BUSINESS-**

#### **1. Supervising Sanitarian Job Description**

- Brown reviewed current job description which had a lower experience requirement than Senior Sanitarian. Brown suggested that we make Experience level for BA degree be raised to 9 years and Experience level for MA be raised to 7 years.
- A Motion was made by Sartucci, seconded by Zartarian to revise the job description and submit for Board approval. Motion passed unanimously.

### **G. NEXT MEETING**

1. The Human Resources Committee will meet on Wednesday, September 14, 2022 at 3:00 PM in the CCHD offices in Rocky Hill and via teleconference.
2. Future Topics for Agenda
  - a. Hiring update
  - b. Wellness Policy

### **H. ADJOURNMENT**

**MOTION** was made by Zartarian, seconded by Sartucci to adjourn. **Motion carried unanimously.** The meeting adjourned at 4:11 PM.

Respectfully submitted,

Charles K. Brown Jr.  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: September 14, 2022**