



**BOARD OF HEALTH**  
**HUMAN RESOURCES COMMITTEE**  
**September 11, 2019 Meeting**  
**MINUTES**

**A. CALL TO ORDER AND ATTENDANCE**

Chairman Marti Stiglich called the meeting to order at 3:04 PM in the Conference Room of CCHD in Rocky Hill, CT.

**Present:** Marti Stiglich, Ray Jarema, Patricia Checko, Judy Sartucci and Charles Brown

**Excused:** None **Quorum present.**

**Date meeting notice posted:** September 6, 2019

**Staff:** none

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

**C. ADOPTION OF AGENDA**

Checko requested that the agenda be amended to add “Executive Session for the purpose of discussing union contract negotiations” under New Business.

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

**D. APPROVAL OF RECORD OF MINUTES**

**MOTION** was made by Checko, seconded by Jarema to approve the minutes of August 7, 2019 Committee meeting. Approve: Stiglich, Checko, Jarema. Abstain: Sartucci **Motion carried.**

**E. UNFINISHED BUSINESS**

**1. Agency Policy Letter Review**

- Employee Health Policies
  - Brown presented memo from Rocky Hill Director of HR and Compliance, Dana McGee, concerning proposed changes to personnel handbook and policy letters. Sartucci brought up the need for an administrative policy/procedure document. Stiglich suggested reviewing personnel manual and letters and remove redundant. Brown will work to operationalize items from McGee’s letter.
  - Brown presented Model Employee handbook from CRCOG that McGee recommended.

**2. Accreditation Issues Related to Human Resources**

- Career Ladder Development- Brown reported on consideration of developing Environmental Health career ladder and how contract negotiations provided an opportunity to address this issue.

**F. NEW BUSINESS**

**1. Executive Session**

**MOTION** by Checko, seconded by Jarema to enter Executive Session for the purpose of discussing union contract negotiations. **Motion Carried Unanimously.** In Executive Session: Stiglich, Brown Checko, Jarema and Sartucci in session at 3:20pm. Out at 4:06pm

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### **2. Environmental Health Job Descriptions**

- Brown presented draft revised job descriptions for Environmental Health positions.

**MOTION** by Checko, seconded by Sartucci to recommend Board adoption of newly revised for job Descriptions for Environmental Health Inspector and Registered Sanitarian I and for a newly created position of Registered Sanitarian II. **Motion carried unanimously.**

### **G. NEXT MEETING**

1. The Human Resources Committee will meet on Wednesday, October 9, 2019 at 3:00 PM in the CCHD offices in Rocky Hill.
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 4:10 PM.

Respectfully submitted,

Charles K. Brown Jr.  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: October 9, 2019**