



BOARD OF HEALTH HUMAN RESOURCES COMMITTEE

September 8, 2021 Meeting

MINUTES

A. CALL TO ORDER AND ATTENDANCE

Chairman Marti Stiglich called the meeting to order at 3:01 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: September 7, 2021

Staff: none

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

C. ADOPTION OF AGENDA

MOTION was made by Jarema, seconded by Zartarian 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 June 9, 2021 Committee meeting. **Motion carried.**

E. UNFINISHED BUSINESS

1. Hiring Update

- Brown reported that Health Educator position has been filled by Betty Murphy, bringing her up to FT with Benefits.
- Nick Palermo has left to work for Waterbury. Interviews for his position will start this week.

F. NEW BUSINESS

1. Job Description

- Job descriptions are required for two new positions under a grant, Public Health Nurse and Epidemiologist. Committee members will work with Brown to draft and will discuss in October.

2. COVID-19 Sick Leave Policy

- Brown reported to the committee that staff had asked for a defined policy for sick leave if employees are affected by COVID-19. Brown will draft policy and committee will discuss in October.

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3. Vaccination Status

- 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 continue to discuss in November.

G. NEXT MEETING

1. The Human Resources Committee will meet on Wednesday, October 13, 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. Vaccine Policy for Volunteers and 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 Jarema, seconded by Zartarian to adjourn. **Motion carried unanimously.** The meeting adjourned at 3:40 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: November 10, 2021