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## **BOARD OF HEALTH**

### **HUMAN RESOURCES COMMITTEE**

**February 19, 2015 Meeting**

#### **Minutes**

- I. CALL TO ORDER AND ATTENDANCE.** Chairman Marti Stiglich called the meeting to order at 05:35 PM in second floor conference room of the Rocky Hill Town Hall in Rocky Hill, CT.  
**Present:** Marti Stiglich (Chairman), Charles Brown (Director of Health), Dianne Doot, Ray Jarema, and Judy Sartucci  
**Excused:** Kris Nasinnyk.  
**Quorum present.**  
**Notice posted:** February 18, 2015
  
- II. PUBLIC FORUM:** No one from the public was present.
  
- III. REVIEW AND REORDER AGENDA**  
**A MOTION** was made by Sartucci, seconded by Doot to adopt the meeting agenda as posted.  
**Motion carried unanimously.**
  
- IV. APPROVAL OF MINUTES**  
**A MOTION** was made by Doot seconded by Jarema to approve the record of votes of the January 15, 2015 Committee meeting as submitted.  
**Motion carried unanimously.**
  
- V. UNFINISHED BUSINESS**
  - A. Personnel Policy Review and Revisions - no action at this time. Linked in with outcome of collective bargaining negotiations that have not yet begun. To arrange time with attorney – will assist agency with these revisions on a pro bono basis.
  
  - B. Review Workforce Development Plan – identification of online and other resources completed by cultural competency consultant, Heidi Zavatore-Veth and circulated to staff and available to volunteers.

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- C. Job Specs – no action at this time pending start of collective bargaining negotiations. Brown to look at job specs for positions not affected by union contract (such as Office Manager).

### **VI. NEW BUSINESS**

#### A. Veterans Hiring Policy

- Sartucci had previously raised with Committee and more recently with Brown as the new director of health.
- Brown discussed a Middle East War Veterans Hiring concept he was working on while at the Connecticut Association of Directors of Health.
- Brown to draft a CCHD veteran hiring policy for Committee review.
- Brown was also asked to consider the services and resources offered through the VA and the Connecticut Dept. of Labor when filling any agency vacancies.

### **VII. EXECUTIVE SESSION – none held. No items at this time.**

### **VIII. NEXT MEETING**

Stiglich and Brown to review status of agenda items and will schedule Committee meeting when items ready for Committee review.

### **IX. ADJOURNMENT**

**A MOTION** was made by Jarema seconded by Doot to adjourn.

**Motion carried unanimously.** Meeting adjourned at 5:59 PM.

Respectfully submitted,

Judith A. Sartucci  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: May 20, 2015**