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BOARD OF HEALTH

HUMAN RESOURCES COMMITTEE

May 11, 2016 Meeting **Minutes**

I. CALL TO ORDER AND ATTENDANCE. Chairman Marti Stiglich called the meeting to order at 03:06 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) and Judy Sartucci

Excused: Ray Jarema and Michele Sadlosky

Quorum present.

Notice posted: May 6, 2016

II. PUBLIC FORUM: No one from the public was present.

III. REVIEW AND REORDER AGENDA

A MOTION was made by Sartucci, seconded by Brown to adopt the meeting agenda as amended – “discussion of administration and management in a union environment” moved to “executive session” since it touches on issue addressed in contract negotiations. **Motion carried unanimously.**

IV. APPROVAL OF MINUTES

A MOTION was made by Sartucci seconded by Brown to approve the minutes of the February 10, 2016 Committee meeting as submitted. In favor: Brown and Stiglich. Opposed: no one. Abstention: Sartucci **Motion carried.**

V. UNFINISHED BUSINESS

A. Update on HIPAA Project

- Brown reported on the status of work on the issue of record confidentiality in the agency.
- Will meet with Judge Torpey re: application to flu clinics (use of a template to reflect agency policy and reformatting that is needed).
- Brown to check if agency has a HIPAA policy on file.
- Sartucci raised the issue of other agency programs that have data that may need to be addressed such as lead, asthma – Putting on AIRS program, lab reporting from DPH, any disease investigation that is done in CCHD, etc.
- She also reminded Committee that a confidentiality policy (including application of HIPAA) and demonstration of application needs to be in place to meet PHAB standards.
- Brown plans to have policy and procedures in place by the fall.

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B. Background checks for new staff

- Approved by Board at its Feb. 18, 2016 meeting.
- Brown to put in policy and procedure manual.
- Brown implemented with recent hires and found procedure, including the use of the HCC of Shelton, CT, worked well.
- Will continue to use HCC for agency background checks.

VI. EXECUTIVE SESSION

A Motion by Sartucci, seconded by Brown to go into executive session for update on collective bargaining contract negotiations and discussion of administration and management in a union environment. **Motion carried unanimously.**

Present in executive session at 3:17 PM: Brown, Sartucci and Stiglich. Out of executive session at 4:20 PM.

- Contract with AFSCME ratified by staff in new bargaining unit. Special board meeting will again be planned for board review of contract with its attorney.
- Governance Committee recommends a board development session on administration and management in a union environment.
- No action taken on items discussed in executive session:

VII. NEW BUSINESS. None

VI. NEXT MEETING

Next meeting will be held on Weds., June 8, 2016 at 3:00 PM in the second floor conference room of the Rocky Hill Town Hall.

VII. ADJOURNMENT

A MOTION was made by Brown, seconded by Sartucci to adjourn.

Motion carried unanimously. Meeting adjourned at 4:24 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: June 8, 2016