



Central Office: 505 Silas Deane Highway, Wethersfield, CT 06109 Phone (860) 721-2822 Fax (860) 721-2823

Berlin: 240 Kensington Road, Berlin, CT 06037 Phone (860) 828-7017 Fax (860) 828-9248

Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533

Rocky Hill: 761 Old Main Street, Rocky Hill, CT 06067 Phone (860) 258-2770 Fax (860) 258-2767

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(APPROVED)

5/7/14

**BOARD OF HEALTH
Human Resources Committee Meeting**

**Berlin Community Center, Room 5
230 Kensington Road, Berlin CT**

February 19, 2014

MINUTES

I. CALL TO ORDER AND ATTENDANCE

Meeting called to order at 5:44 P.M. Attending: Ray Jarema (Chairperson), Judy Sartucci (5:50 P.M.), Kristine Nasinnyk, Dianne Doot, and Nancy Brault-Interim Director of Health

Absent: no one.

Quorum Present: Yes

Date Meeting Posted: February 18, 2014

II. PUBLIC FORUM – no one was present

III. REVIEW AND REORDER AGENDA - none

IV. Approval of minutes and working notes of the January 23, 2014.

A MOTION was made by Doot, seconded by Nasinnyk, to approve the minutes and working notes of January 23, 2014. MOTION CARRIED UNANIMOUSLY.

V. Community Health Coordinator/Accreditation Coordinator job description (approved) – Tabled.

VI. New Director of Health job description (revisions) –

Nancy Brault recused 6:30 P.M. – 6:55 P.M.

Members reviewed draft job description and cleaned up copy to be distributed to Board for review and consensus.

VII. Supervising Sanitarian – proposal and job description (new) – Nancy Brault advised membership that a new interim position is needed to provide supervision of the Environmental Staff in the field. This position would ensure continuity and program effectiveness during the interim absence of the Chief of Environmental Health Services. Members reviewed proposed job description and suggested a few edits.

A MOTION was made by Doot, seconded by Nasinnyk to accept the draft job description of the supervisor sanitarian as amended. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Doot, seconded by Nasinnyk, to provide a 6% pay increase for CCHD sanitarian selected for the position. If a search is conducted outside of CCHD the salary must be reviewed by the Finance Committee. MOTION CARRIED UNANIMOUSLY.

VIII. Workforce Development Team Update (NACCHO Grant) – Members discussed the Ohio job description template and suggested that it might be integrated into the CCHD policy / procedure manual at a later date.

Nancy provided update on the Workforce Development team activities including work conducted by the CT-RI Public Health Training Center at Yale. On February 27, 2014, Yale will be attending our CCHD staff meeting to distribute the core competency assessment to staff.

Members discussed CCHD budget / finance report and recommended that the line item for professional development, that includes staff and Board professional development, as well as memberships and subscriptions be revised to reflect separate line items: staff professional development, Board professional development, and membership and subscriptions.

Kristine requested that the current year budget be revised to reflect these changes.

IX. Next meeting date - tabled

X. Adjournment

A MOTION was made by Doot, seconded by Nasinnyk to adjourn. MOTION CARRIED UNANIMOUSLY

The meeting was ended at 7:42 PM

Respectfully submitted,

Nancy Carol Brault
Secretary/Treasurer and Interim Director of Health