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APPROVED

6/4/14

**Notice of Special Meeting  
BOARD OF HEALTH  
Human Resources Committee**

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

**May 7, 2014**

**MINUTES**

**I. CALL TO ORDER AND ATTENDANCE**

Meeting called to order at 6:08 P.M. Attending: Ray Jarema (Chairperson), Judy Sartucci, Kristine Nasinnyk, Dianne Doot, and Nancy Brault-Interim Director of Health

**Absent:** None

**Quorum Present:** Yes

**Date Meeting Posted:** May 1, 2014

**II. PUBLIC FORUM – no one was present**

**III. REVIEW AND REORDER AGENDA –**

**A MOTION was made by Nasinnyk, seconded by Doot, to amend the agenda by adding “Item 9, Revision to Personnel Policies and Procedures” below Old Business. MOTION CARRIED UNANIMOUSLY.**

Members discussed the need to prepare an updated employee salary range memo. This will be added to the next meeting agenda and discussed at that time.

**IV. Approval of minutes and working notes of the February 19, 2014.**

**A MOTION was made by Nasinnyk, seconded by Doot to approve the Record of Votes and Minutes of February 19, 2014 with minor corrections. MOTION CARRIED UNANIMOUSLY.**

**V. Review revision Personnel Policy Manual – health insurance benefits**

Brault discussed CCHD personnel policies, policy XIV insurance benefits and recommended revision to reflect new health insurance carrier and benefits. Sartucci requested that Paul Lewis our insurance carrier from L & R Benefits review suggested revisions and provide responses to CCHD in writing. Doot suggested editing the description of the ConnectiCare plan to indicate that the District “may provide” an annual contribution to a health saving account.

**VI. Review revision of 2001 employee benefits summary sheet**

Brault reviewed the employee benefits summary sheet noting revisions that reflect new health insurance carrier and benefits. Sartucci advised that the employee benefits summary sheet is to be used for informational purposes and as a tool for new staff members.

Members discussed car liability insurance for staff that use personal vehicles, and the need to confirm that they have adequate insurance coverage. Sartucci suggested that Brault contact Paul Lewis to review the details and requirements.

**VII. Review Personnel Policy Manual – vacation leave**

Brault reviewed personnel policy manual, section 8-14 leave schedules, to discuss vacation days, maximum 10 day carryover policy. Members suggested that office manager advise staff quarterly of amount of vacation hours remaining. If staff members exceed the 10 day carry over they should loose excess vacation time. Members suggested that in the future the vacation schedules should be based on the fiscal year, not on the staff member's anniversary date

**VIII. Old Business – None**

**IX. Revision to personnel policies and procedures**

Sartucci discussed the need for revision of the Personnel Policy Manual. Attorney Lisa Mehta-Banatoski from Shipman & Goodwin reviewed our Policy Manual and provided comments for revision. The Governance Committee requested that the Human Resources Committee take the lead in this review and the Director of Health will put the document together. Furthermore, Sartucci advised per Attorney Mehta-Banatoski that these materials are confidential and discussion pertaining to them must be conducted in Executive Session.

**X. NACCHO Grant**

Brault discussed meeting with Heidi Zavatore –Wethersfield, of the ZV Consulting, she has been chosen to provide cultural competency training for staff and board members. Brault provided a hand out listing potential culture competence topics to members. Sartucci advised that the training session for the board would be a 1-2 hour session.

Sartucci reviewed discussion with Kathi Traugh, during the Work Force Development group meeting this week. Kathi recommends that the board formally adopt the core competencies for public health professional model for use in CCHD job descriptions of all professional staff. The purpose is for the board to go on record as formally adopting the core competencies for public health professionals and that it should be noted in the Workforce Development Plan. Doot questioned the impact on job descriptions and performance reviews, she requested additional time to review and fully understand the core competencies prior to approving and forwarding a recommendation to the board. Members agreed to review this issue during the next meeting.

Members discussed Workforce Development Plan.

**A MOTION was made by Doot, seconded by Nasinnyk, to recommend to the Board the adoption of the agency Workforce Development Plan as presented by the Work Force Development Committee, and authorize the Director of Health to implement the Plan. MOTION CARRIED UNANIMOUSLY.**

**XI. Next meeting date - TBD**

**XII. Adjournment**

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

The meeting was ended at 7:30 PM

Respectfully submitted,

Nancy Carol Brault  
Secretary/Treasurer and Interim Director of Health