



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)

**BOARD OF HEALTH
Human Resources Committee Meeting**

Wednesday, June 12, 2013

MINUTES

I. CALL TO ORDER AND ATTENDANCE

Meeting called to order at 5:06 PM in Room S1 at the Wethersfield Community Center by Chair Ray Jarema. Attending: Ray Jarema, Judy Sartucci, Kristine Nasinnyk, Dianne Doot, James Streeto and Paul Hutcheon.

Excused: none

Quorum present.

II. PUBLIC FORUM

Greg Mattus, RS, CCHD: Greg noted reductions in employer benefits (vehicle stipends, stipend in lieu of health insurance, health insurance issues, vision coverage, contribution (for Greg) to his 457 account). He mentioned the need for a salary survey and salary adjustments in general.

Judy Sartucci arrives at 5:11 PM.

Greg noted issues with health insurance claims. Greg thanked the committee for their efforts.

Tammy Liberatore, RS, CCHD: Tammy noted the time/investment that goes into a trained Sanitarian.

Cheryl Kissinger, Administrative Assistant, CCHD: Cheryl noted the high quality of the entire staff and need to retain trained staff.

Tammy noted that Cheryl usually works late and does not take lunch.

Cheryl noted she appreciated the Committee listening to the staff concerns.

Ray thanked the staff and noted intent of meeting today is to identify Committee priorities.

Judy pointed out that following passage of the 2013-14 agency budget in March the Board had directed this Committee to undertake a compensation survey in preparation for the next Board budget planning cycle that begins in December.

Judy also noted that based on some of the staff's comments this evening, and at other Committee and Board meetings, Paul needs to assure that his staff is all oriented and well-informed on the upcoming public health accreditation process and what it means to them and to the agency.

III. REVIEW AND REORDER AGENDA

No changes.

IV. Approval of minutes and record of votes, November 8, 2012 Committee meeting.

A MOTION was made by Kristine, seconded by Dianne, to approve the minutes and record of votes from November 8, 2012. MOTION CARRIED UNANIMOUSLY.

V. Establish Committee activities and priorities.

Ray distributed a handout with six activities. Committee discussed adding Director of Health annual performance review to the list. Committee discussed the fact that a mid-year review was done in January by a Performance Evaluation Committee established by the Board and consisting of members of the Executive Committee and the Chair of Human Resources. The Committee agreed to recommend to the Board that this special committee be reactivated to conduct the annual Director of Health performance review as well and to move this responsibility out of HR Committee.

The Committee also discussed the need for a full compensation survey rather than just a salary survey and that a summary of benefits, such as provided from the CT River Area Health District, could be used as a starting point. The Committee recommended that Paul do a similar summary of CCHD benefits for staff, the Board and the Personnel manual.

The Committee set the following priorities:

1. Conduct a compensation survey
2. Review/revise job descriptions and staff evaluation tools
3. Recruitment, hiring and orientation process for new staff—review and revise as necessary.

Jim Streeto leaves at 6:29 pm.

The Committee agreed that these three priorities would guide its work over the next year.

Judy asked Paul to find out if any local health departments have a veterans hiring policy that we can use as a sample. Consider inclusion under Priority 3.

VI. OTHER BUSINESS

None.

VII. NEXT MEETING

Plan for early September when the results of the compensation survey are in.

VIII. ADJOURNMENT

A MOTION was made by Kristine, seconded by Dianne, to adjourn. MOTION CARRIED UNANIMOUSLY.

The meeting was adjourned at 6:46 PM

Respectfully submitted,

Paul Hutcheon, M.P.H., R.S.
Director of Health