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(approved)

BOARD OF HEALTH Human Resources Committee Meeting

October 30, 2013

MINUTES

I. CALL TO ORDER AND ATTENDANCE

Meeting called to order at 5:35 PM in Room S2 at the Wethersfield Community Center by Chair Ray Jarema. Attending: Ray Jarema, Judy Sartucci, Kristine Nasinnyk, Dianne Doot and Paul Hutcheon. Committee noted James Streeto resigned.

Excused: none

Quorum present.

II. PUBLIC FORUM – none present

III. REVIEW AND REORDER AGENDA

Add under VIII – travel reimbursement policy and veterans hiring policy.

A MOTION was made by Judy, seconded by Kristine, to add travel reimbursement and veterans hiring policy to VIII of the agenda. MOTION CARRIED UNANIMOUSLY.

IV. Approval of minutes and working notes (June 12, 2013).

A MOTION was made by Judy, seconded by Dianne, to approve the minutes and working notes of June 12, 2013 as presented. MOTION CARRIED UNANIMOUSLY.

V. Evaluation of salary survey data.

Committee reviewed salary survey findings. Committee suggested contacting the CT Department of Labor to connect with, and advertise to, veterans.

Committee requested breaking out salaries by municipal vs. district health department for the office manager, community Health coordinator and registered sanitarian

VI. CCHD fringe benefits

Committee reviewed the CCHD employee fringe benefit list.

VII. Collection/evaluation of fringe benefits from other LHD's

No action taken. Tabled.

VIII. Other Business

- A. Travel reimbursement policy-Judy provided a handout of a travel reimbursement policy she received from PHAB. She agreed to provide an electronic copy. Paul to prepare draft policy based upon the PHAB example.
- B. Veterans hiring policy- The Committee requested that Paul contact the CT Dept. of Labor to advertise the sanitarian opening to veterans.

IX. Next Meeting date

Week before Thanksgiving, Wednesday, November 20, 2013, 5:30 p.m.

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

The meeting was adjourned at 7:20 PM

Respectfully submitted,

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