



BOARD OF HEALTH

HUMAN RESOURCES COMMITTEE

January 11, 2017 Meeting **Minutes**

- I. CALL TO ORDER AND ATTENDANCE.** Chairman Marti Stiglich called the meeting to order at 03:07 PM in second floor conference room of the Rocky Hill Town Hall in Rocky Hill, CT.
Present: Chairman Marti Stiglich, Charles Brown (Director of Health), Michele Sadlosky and Judy Sartucci
Excused: Ray Jarema, **Quorum present.**
Notice posted: January 10, 2017
- II. PUBLIC FORUM:** No one from the public was present.
- III. REVIEW AND REORDER AGENDA**
A MOTION was made by Sadlosky seconded by Sartucci to adopt the meeting agenda as posted. **Motion carried unanimously.**
- IV. APPROVAL OF MINUTES**
A MOTION was made by Sadlosky, seconded by Sartucci to approve the minutes of the November 9, 2016 Committee meeting as submitted. **Motion carried unanimously.**
- V. UNFINISHED BUSINESS**
A. Workforce Development Plan Review
- Brown is in the process of setting up a late January date for the annual review of the agency's workforce development plan. Last done in July 2015.
 - Sartucci and Stiglich will sit in as Board reps.
 - Brown also invited some volunteers and staff to sit in on review.
 - Will discuss results at the next HRC meeting.
- VI. NEW BUSINESS**
A. PHAB Accreditation Standards related to HR
- Sartucci reviewed the PHAB Accreditation standards and measures regarding human resources system components (Domain 11) and the public health workforce (Domain 8). Copies of related measures and PHAB guidance were distributed and discussed.

HUMAN RESOURCES COMMITTEE

January 11, 2017 Meeting

Page 2

- Measure 11.1.5A (human resource policies and procedures) was used as a guide in the recent revision of the agency's personnel policies with the Board attorney and its components are all in place.
- Description of and procedures related to the agency's human resource system itself need to be developed.
- Measure 11.1.2A (ethical issues and code of conduct) is addressed in the revised personnel policies and the agency's COI policy.
- Re: Domain 8 Components in the PHAB standards and measures were reviewed and are either in place or Brown is looking at development. The agency has had a workforce plan for several years and this is updated annually. A new workforce assessment will need to be done as staff has turned over since the last one was completed.
- Placement of students and policy related to this will be discussed at a future meeting.

B. Confidentiality Statements for Staff, Board and Volunteers

- Committee reviewed with Brown what the agency now has in place for handling of confidentiality.
- Pro Bono Partnership helped the agency finalize a HIPAA and related confidentiality policy last fall. Training held for agency staff recently. HIPAA confidentiality form will be implemented with next set of seasonal influenza clinics for completion by all staff and volunteers handling patient/client information.
- Revised personnel policies have confidentiality section. Each staff member to sign off on initial receipt of policies, receipt of each updated item, and annually.
- Need to explore how to handle with Board. Special session with attorney held last fall to discuss confidentiality of records and investigations and FOIA. Will pursue further with Board attorney.

VII. NEXT MEETING

1. Next Committee meeting will be on Weds., February 8, 2017 at 3:00 PM in the second floor conference room of the Rocky Hill Town Hall. Committee members were asked to alert Brown if unable to attend so that he and Stiglich can assure a quorum for meeting or reschedule it.
2. Items for next agenda:
 - workforce development plan review
 - policy – student placements at CCHD.

HUMAN RESOURCES COMMITTEE

January 11, 2017 Meeting

Page 3

VIII. ADJOURNMENT

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

Motion carried unanimously. Meeting adjourned at 4:05 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: _____

DRAFT