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BOARD OF HEALTH

HUMAN RESOURCES COMMITTEE

January 13, 2016 Meeting **Minutes**

- I. CALL TO ORDER AND ATTENDANCE.** Chairman Marti Stiglich called the meeting to order at 03:09 PM in second floor conference room of the Rocky Hill Town Hall in Rocky Hill, CT.
Present: Marti Stiglich (Chairman), Charles Brown (Director of Health), Michele Sadlosky and Judy Sartucci
Excused: Ray Jarema **Quorum present.**
Notice posted: January 8, 2016
- II. PUBLIC FORUM:** No one from the public was present.
- III. REVIEW AND REORDER AGENDA**
A MOTION was made by Sartucci, seconded by Sadlosky to adopt the meeting agenda as amended – update on recruitment for open positions moved to executive session since it touches on issue addressed in contract negotiations. **Motion carried unanimously.**
- IV. APPROVAL OF MINUTES**
A MOTION was made by Sadlosky seconded by Sartucci to approve the minutes of the November 4, 2015 Committee meeting as submitted. **Motion carried unanimously.**
- V. UNFINISHED BUSINESS**
A. Background checks for new staff
- Brown updated the Committee on his request for assistance from Pro Bono Services. Since they have not been able to assign an attorney to date he will have our regular attorney review and advise, as he anticipates new hires in the next month. Committee members concurred.
 - Brown will share recommendations for a policy with Committee. Consensus is for a broad policy that provides guidance to the Director without a “laundry list” of items. Intent is to have an adequate background check done on every new hire, whether temporary or permanent, part-time or full-time.
 - Template from SSC used but was more corporate-oriented than small agency based.

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VI. NEW BUSINESS

A. Update on HIPAA Project

- Brown reported on work with Pro Bono Services attorney on the issue of record confidentiality in the agency. Two issues emerged – one the general handling of confidentiality, a second on whether the agency must now comply with HIPAA regulations since it began electronic billing for immunization services.
- Outcome from attorney will be 1) opinion on need to comply and how; and 2) a suggested agency policy.
- Brown is concerned about security of our data, including health data on the open servers we share with our member towns. The upcoming move to our own Cloud-based server will give him the means to address this.

B. Executive Session:

- **A Motion** by Sartucci, seconded by Sadlosky to go into executive session for update on personnel recruitment and hiring; and an update on collective bargaining contract negotiations. **Motion carried unanimously.**
Present in executive session at 3:31 PM: Brown, Sadlosky, Sartucci and Stiglich. Out of executive session at 3:50 PM.
- No action taken on items discussed in executive session:
- Recruitment for vacant positions completed. Two interview panels of content experts from other health departments are scheduled – one for the supervising sanitarian position, the other for the assistant director of health position.
- A meeting of the finalist for the assistant director of health position with the Board, along the lines of a “meet and greet,” will be scheduled in February after a background check is done. Person in this position will be appointed by the Board to serve as acting director of health (subject to approval by the Commissioner of Public Health).

VII. NEXT MEETING

- Brown drafted an annual schedule of meetings for 2016 on the Weds. afternoon at 3:00 PM of the week preceding the monthly Board meeting. **MOTION** by Sartucci, seconded by Sadlosky to adopt and post per FOIA requirements. **Motion carried unanimously.**
- Next meeting will be held on Weds., Feb. 10, 2016 at 3:00 PM in the second floor conference room of the Rocky Hill Town Hall.

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VIII. ADJOURNMENT

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

Motion carried unanimously. Meeting adjourned at 4:11 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: February 10, 2016