



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
www.ccthd.org

BOARD OF HEALTH

HUMAN RESOURCES COMMITTEE

January 15, 2015 Meeting

Minutes

I. CALL TO ORDER AND ATTENDANCE. Chairman Marti Stiglich called the meeting to order at 5:35 PM in Room S4 of the Pitkin Community Center in Wethersfield, CT.

Present: Marti Stiglich (chair), Charles Brown (DOH), Dianne Doot, Ray Jarema and Judy Sartucci

Excused: Kris Nasinnyk **Quorum present.**

Staff: none.

Notice posted: January 12, 2015

II. PUBLIC FORUM: No one from the public was present.

III. REVIEW AND REORDER AGENDA

A MOTION was made by Doot, seconded by Stiglich, to adopt the agenda as posted.
MOTION CARRIED UNANIMOUSLY.

IV. APPROVAL OF MINUTES

A MOTION was made by Doot, seconded by Sartucci to approve the minutes of the November 20, 2014 Committee meeting as amended.
MOTION CARRIED UNANIMOUSLY.

V. UNFINISHED BUSINESS

A. Travel Reimbursement policy

- Brown distributed for Committee review a final draft of the agency's new travel policy. To draft budget item for Finance Committee for FY 2016 budget.

A MOTION was made by Jarema, seconded by Doot to endorse the policies and procedures as presented. **MOTION CARRIED UNANIMOUSLY.**

- Per new policy the Director and Human Resources Committee will review annually.

Human Resources Committee
January 15, 2015 Meeting
Page 2

B. Background checks for new staff

- Brown distributed the draft of a new policy on background checks for all new staff. Current staff will not be affected unless promoted to a position involving greater responsibility or risk for the agency, such a position responsible for handling funds.
- Committee was asked to review and provide feedback on draft and suggested changes.

VI. NEW BUSINESS - EXECUTIVE SESSION

A MOTION was made by Sartucci seconded by Jarema to go into executive session for the purposes of discussion of

- A. draft documents exempt from disclosure under Conn. Gen. Stat.1-210 (attorney-client privileged work product related to AFSME representation) and related matters;
- B. New legal services
- C. Personnel policy and procedures revision status
- D. Unemployment compensation claim; and
- E. Staffing and personnel issues

MOTION CARRIED UNANIMOUSLY.

In executive session at 5:56 PM: Stiglich, Brown, Doot, Jarema and Sartucci
Out of executive session at 6:21 PM.
No action taken on any issues discussed in executive session.

VII. NEXT MEETING

Thursday, February 19, 2015 at 5:30 PM just prior to the monthly Board meeting. Brown will make arrangements for a meeting room at the Rocky Hill Community Center.

VIII. ADJOURNMENT

A MOTION was made by Doot seconded by Jarema to adjourn.

MOTION CARRIED UNANIMOUSLY. Meeting adjourned at 6:25 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: February 19, 2015