



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**

#### **February 8, 2017 Meeting** **Minutes**

- I. CALL TO ORDER AND ATTENDANCE.** Chairman Marti Stiglich called the meeting to order at 3:07 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, Ray Jarema and Judy Sartucci  
**Excused:** **Quorum present.**  
**Notice posted:** February 6, 2017
- II. PUBLIC FORUM:** No one from the public was present.
- III. REVIEW AND REORDER AGENDA**  
**A MOTION** was made by Sartucci seconded by Jarema to adopt the meeting agenda as posted. **Motion carried unanimously.**
- IV. APPROVAL OF MINUTES**  
**A MOTION** was made by Brown, seconded by Sartucci to approve the minutes of the January 11, 2017 Committee meeting as submitted. In favor: Brown, Sartucci and Stiglich. Opposed: no one. Abstention: Jarema. **Motion carried.**
- V. UNFINISHED BUSINESS**
- A. Workforce Development Plan Review**
- Brown held a meeting for the annual review of the agency's workforce development plan on January 26, 2017.
  - Meeting was well attended by representatives from staff and agency volunteers. Sartucci and Stiglich sat in as Board representatives.
  - Good input provided. Brown to update plan and will circulate.
- B. Review of PHAB Accreditation Criteria related to Workforce Development**
- As requested at the Committee's last meeting Sartucci provided a brief review of PHAB criteria related to workforce development.
  - Agency will need to do another workforce needs assessment and a new plan in 2018. The first was done in 2013-14 by Kathi Traugh at the Yale PH Training Center and funded by a NACCHO Accreditation Readiness grant.
  - Other areas needing attention – revision of agency job specs; policies related to recruitment, retention and recognition of staff; professional development plans for staff and managers as part of annual performance review; promotion of healthy work environment for staff, etc.
  - Brown is already working on some of these areas and needs to plan for others. As he drafts and revises, will bring to HRC for advice and review.

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### **VI. NEW BUSINESS**

#### **A. CCHD Student Placement Policy**

- Given the large number of students at CCHD this past year Committee asked for a review of how the agency handles student placements and its specific policies.
- Brown advised the Committee that the agency does not have a formal policy at present. Since his arrival, and more recently with Ann Hartman now Asst. Director for Community Health, several procedures have been put in place:
  - There is an agreement with each school/program placing students at CCHD
  - There is a letter of agreement with each student on what is expected and the outcome of each placement – both for the agency and the student; and
  - Each student also signs a confidentiality agreement.
- Brown said that both undergraduate and graduate level students are in placement and come from several disciplines including nursing and public health programs. Except for a session with culinary arts students, there has been no work with high school level students. Agency may want to look at each of these areas in putting a policy together (e.g., focus on use of graduate students; activities during NPHW for high school students to promote interest in public health).
- Sartucci reviewed some areas that are required in the PHAB standards and measures for workforce development, specifically promotion of public health as a career and student placements. These need to be further addressed in an agency policy.
- Committee asked that a student placement policy for the agency be developed and reviewed with HRC.

### **VII. NEXT MEETING**

1. Next Committee meeting will be on Wednesday, March 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.

### **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: May 10, 2017**