



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 10, 2016 Meeting** **Minutes**

- I. CALL TO ORDER AND ATTENDANCE.** Chairman Marti Stiglich called the meeting to order at 03:00 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 Ray Jarema  
**Excused:** Judy Sartucci **Quorum present.**  
**Notice posted:** February 5, 2016
- II. PUBLIC FORUM:** No one from the public was present.
- III. REVIEW AND REORDER AGENDA**  
**A MOTION** was made by Jarema, seconded by Sadlosky to adopt the meeting agenda as presented. **Motion carried unanimously.**
- IV. APPROVAL OF MINUTES**  
**A MOTION** was made by Sadlosky seconded by Stiglich to approve the minutes of the January 13, 2016 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 had our regular attorney review and advise on a pro bono basis, as he anticipates new hires in this month.
  - Brown shared recommendations the draft policy with Committee. The result was a broad policy that provides guidance to the Director without a “laundry list” of items. It provides an adequate background check done on every new hire, whether temporary or permanent, part-time or full-time.
  - Brown requested that the committee members please send comments from for any updates as soon as possible.

## HUMAN RESOURCES COMMITTEE

February 10, 2016 Meeting

Page 2

### 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 was that CCHD does need to comply with HIPAA based upon the digital transmission of health data to insurance companies for reimbursement and they have forwarded a draft agency policy. Brown will review and provide comments back to attorney for second draft considerations. Issues discussed was the dual role that the health district plays with regard to HIPAA and confidentiality of records for employees.

#### B. Executive Session:

- **A Motion** by Jarema, 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 3:21 PM: Brown, Sadlosky, Jarema and Stiglich. Out of executive session at 3:27 PM.
- No action taken on items discussed in executive session:
- Two interview panels of content experts from other health departments are completed– one for the supervising sanitarian position, the other for the assistant director of health position. Second interviews with the Director of Health are being conducted.
- The committee discussed the format of the meeting of the finalist for the assistant director of health position with the Board, along the lines of a “meet and greet”. This will be scheduled in February after a background check is done and will give the Board and candidate the opportunity to interact without being a formal interview process. The 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

- Next meeting will be held on Wednesday, March 9, 2016 at 3:00 PM in the second floor conference room of the Rocky Hill Town Hall.

**HUMAN RESOURCES COMMITTEE**

**February 10, 2016 Meeting**

**Page 3**

**VIII. ADJOURNMENT**

**A MOTION** was made by Jarema, seconded by Sadlosky to adjourn.

**Motion carried unanimously.** Meeting adjourned at 3:47 PM.

Respectfully submitted,

Charles K. Brown Jr.  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: May 11, 2016**