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BOARD OF HEALTH

HUMAN RESOURCES COMMITTEE

May 20, 2015 Meeting **Minutes**

- I. CALL TO ORDER AND ATTENDANCE.** Chairman Marti Stiglich called the meeting to order at 06:07 PM in second floor conference room of the Rocky Hill Town Hall in Rocky Hill, CT. Charles Brown apologized for the confusion in the posting of the meeting time – was scheduled for 6:30 PM but posted as 5:30 PM on agenda.
- Present:** Marti Stiglich (Chairman), Charles Brown (Director of Health), Kris Nasinnyk (arr. 6:30 PM), Ray Jarema, and Judy Sartucci
- Excused:** no one (Dianne Doot has resigned from Committee).
- Quorum present.**
- Notice posted:** May 18, 2015
- 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. Sartucci's request to address accreditation to be discussed under "Work Force Development Plan Update."
- Motion carried unanimously.**
- IV. APPROVAL OF MINUTES**
- A MOTION** was made by Jarema seconded by Sartucci to approve the minutes of the February 19, 2015 Committee meeting as submitted.
- Motion carried unanimously.**
- V. UNFINISHED BUSINESS**
- A. Review Workforce Development Plan (WDP)– Update
- Brown sent out a reminder to Board members per the WDP about some short online course related to performance management and QI and inviting them to view and participate. This was in keeping with the WDP for board development this year.
 - Session on the state FOIA scheduled for tomorrow's Board meeting was cancelled due to FOIA speaker's schedule change and will be rescheduled later in summer.

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- Brown will attend the DPH Commissioner's semi-annual meeting with the state's health directors tomorrow. One presentation planned is confidentiality and investigations specifically around food service. He hopes to replicate for CCHD staff and board later in summer.
- Brown reported that the first year of implementation of the agency's Workforce Development Plan was nearing completion this summer. He suggested reconvening the originally working group made up of staff, board members and volunteer reps. for a workshop to review progress and recommend changes. Committee concurred and also recommended inviting Kathi Traugh at the Yale Training Center, who facilitated the original group, to attend and lead the update. Otherwise Brown to do.

B. Public Health Accreditation

- Sartucci reviewed with the HRC the concepts behind voluntary national public health accreditation and two of the Domains that apply to the work of this HRC – workforce development (Domain 8) and human resource system to support agency functions (Domain 11).
- Several activities are underway at present and she shared conversations she and Brown have had – if changes or underway or new initiatives planned, agency needs to make sure that these demonstrate the standards and measures that the agency will later need to document when it applies for accreditation. Examples given were: revision of the CCHD personnel policies and procedures by our attorney concurrent with union contract negotiations; update of the workforce development plan; and update of the agency's emergency preparedness plan (which Brown has discussed with Judy Torpey).
- Samples from the standards and measures shared and discussed.
- Brown's work with agency is bringing about the "culture change" that is needed for accreditation to succeed. The three PHAB prerequisites (CHA, CHIP and strategic plan) are either completed or in the works.

Nasinnyk arrives at 6:30 PM.

C. Veterans Hiring Policy

- Brown presented a draft of a new policy – Military Veteran Recruitment Policy – he recently developed in response to Committee request.
- His approach is two-fold: one is outreach – intent is to recruit military veterans into careers in public health; the second is active recruitment for specific agency openings.
- He has been in touch with and will work through the VA, labor department and other groups.
- Brown reviewed the advantages to the agency of addition of this policy and answered Committee questions and concerns.

Motion by Jarema, seconded by Nasinnyk to recommend approval by the Board. **Motion carried unanimously.**

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VI. NEW BUSINESS

A. Office Manager Job Description

- Brown presented a draft of the new office manager job description into which he will move Cheryl Kissinger on July 1, 2015. Committee concurred with revisions and plan for upgrade.
- Funding is part of the proposed FY 2016 agency budget.
- Position is non-exempt under state labor law, but exempt from the new AFSME collective bargaining unit as an agency “confidential.”
- Format is one that he will use for each agency job spec as it is revised or newly developed.
- Brown will have the Board attorney do a final review to assure that confidentiality and other functions are properly addressed.
- Sartucci suggested that he also revise the Administrative Assistant job spec. from which position Kissinger is coming.

VII. EXECUTIVE SESSION – none held. No items at this time.

VIII. NEXT MEETING

Stiglich and Brown to review status of agenda items and will again schedule Committee meeting when items ready for Committee review.

IX. ADJOURNMENT

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

Motion carried unanimously. Meeting adjourned at 7:20 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: November 4, 2015