



## BOARD OF HEALTH

### HUMAN RESOURCES COMMITTEE

#### June 8, 2016 Meeting Minutes

- I. CALL TO ORDER AND ATTENDANCE.** Chairman Marti Stiglich called the meeting to order at 03:07 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:** June 6, 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 posted. **Motion carried unanimously.**
- IV. APPROVAL OF MINUTES**  
**A MOTION** was made by Brown seconded by Sadlosky to approve the minutes of the May 11, 2016 Committee meeting as submitted. In favor: Brown, Sartucci and Stiglich. Opposed: no one. Abstention: Sadlosky. **Motion carried.**
- V. UNFINISHED BUSINESS**
- A. Update on Recruitment Process for Open Position**
- Brown provided an update on recruitment activities for filling of a vacant sanitarian position.
- B. Update on HIPAA Project**
- Brown reported on the status of work on the issue of record confidentiality in the agency.
  - With the office manager on medical leave the review of status of agency flu clinic and other records with personal health information is temporarily on hold.
  - Sartucci provided the Committee with information from the PHAB accreditation standards and measures (version 1.5) on guidance for HIPAA policies that need to be in place. She and Brown agree, and Committee concurred, that the best way to proceed with incorporation of PHAB standards for public health accreditation in the agency is to address each program, policy and/or procedure one at a time as these are worked on by the Board, one of its committees or Brown and his staff.

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- Brown reported that the draft materials from the Pro Bono Partnership attorney address each of the elements in the PHAB guidance on confidentiality.
- Brown plans to have policy and procedures in place by the fall. Training will be provided for staff.

### VI. NEW BUSINESS.

#### 1. Implementation of new collective bargaining contract

- Brown reported that the Board's attorney is still working on revisions to the agency's personnel policies and procedures for staff under the new union contract and for nonunion staff.
- Sartucci provided the Committee with information from the PHAB accreditation standards and measures (version 1.5) on guidance for a human resources system and minimal policies and procedures that need to be in place. Brown will check these against what is developed by the attorney to see that all elements are addressed.
- Brown has identified 5 areas where differences between the union contract and current agency benefit policies exist and need to be addressed.
- 3 areas have already been acted on and incorporated into the agency health benefits: new health benefits plans; agency contribution to staff HSA's; and staff contribution toward health premiums.
- Brown is developing a proposal for addressing performance-based salary increases for nonunion staff and will bring to the next Committee meeting.
- Brown discussed the 457 contribution plan for staff in the collective bargaining unit and options for addressing with nonunion staff. Brown will do some more background work with our Plan's agent and bring a proposal to the Committee at its next meeting for a phase-in of matching contributions.
- Question of a separate contract for the assistant director for community health was raised and needs to be discussed separately with Brown and the Board's attorney.

### VI. NEXT MEETING

Next meeting will be held on Weds., July 13, 2016 at 3:00 PM in the second floor conference room of the Rocky Hill Town Hall.

### VII. ADJOURNMENT

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

**Motion carried unanimously.** Meeting adjourned at 3:51 PM.

Respectfully submitted,

Judith A. Sartucci  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE:** \_\_\_\_\_