



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

APPROVED
7/9/14

BOARD OF HEALTH
Special Meeting
Human Resources Committee

Berlin Community Center, Room 5
230 Kensington Road, Berlin CT

June 4, 2014

MINUTES

I. CALL TO ORDER AND ATTENDANCE

Meeting called to order at 5:45 P.M. Attending: Ray Jarema (Chairperson), Judy Sartucci, Kristine Nasinnyk, Dianne Doot, and Nancy Brault-Interim Director of Health

Absent: None

Quorum Present: Yes

Date Meeting Posted: May 1, 2014

II. Public Forum – no one was present

III. Review and Reorder Agenda – None

IV. Approval of minutes and working notes May 7, 2014.

A MOTION was made by Nasinnyk, seconded by Doot, to approve the minutes and record of votes of May 7, 2014 as amended. MOTION CARRIED UNANIMOUSLY.

V. CCHD salary survey review

Committee members discussed the need for a wage step system for CCHD staff. Jarema advised that every year when the budget is prepared, wage increases are always a difficult issue to address. A wage step system might be able to resolve some of the staff's concerns.

Sartucci agreed that a wage step system needs to be looked into, but the focus must include the entire CCHD compensation package. She also advised that we lack the experience to develop a wage step system and would need to seek outside assistance. She noted that this system would help us structurally and would be a fairer system. Doot questioned that in towns that have a wage step system, what they do if budgetary problems arise and the wage costs become too high for the town to pay. Jarema advised that pay freezes can be put in place. The language of the wage step system would need to be well thought out.

Sartucci suggested that municipal step systems be reviewed for ideas. However, she had concerns that too many things were on the agenda for the Committee to accomplish such as, the Workforce Development Plan, and CCHD Policy and Procedure revisions.

Committee members suggested that the wage step system concept be brought to the Board for review, if the Board approves with the concept than the Human Resources Committee can move forward to seek outside assistance with this issue.

Doot indicated that this effort might take time to develop, but over time it might pay off.

VI. Workforce Development Plan Implementation- Brault reviewed details of the Workforce Development Plan, and the next steps in staff training.

Sartucci reviewed the need for Board member training as outlined in the plan. She agreed to discuss this issue with the Board and review possible training dates. Committee members thought that an extra Board meeting in August may need to be scheduled.

Members discussed the means for tracking CCHD training. A training status item will be added to the next meeting agenda. Brault agreed to prepare a calendar of training for member review.

VII. CCHD Policy and Procedure Manual Review – Committee members agreed to add a policy and procedure manual review to the next meeting agenda.

VIII. Job description review- Sartucci advised that the Director of Health and the Community Health Coordinator job descriptions were almost complete. Brault indicated that all the other descriptions need review and revisions. Sartucci commented that Core Competency models are available on-line, and once the job descriptions are complete the District's attorney will need to review them.

IX. Old Business - None

X. Endorsement of Core Competencies for Public Health Professionals – Sartucci indicated that we have a nice Workforce Development Plan but we need to endorse the Core Competencies as discussed during our last meeting, since it fits in with the Workforce Development Plan.

A MOTION was made by Sartucci, seconded by Nasinnyk to recommend to the Board of Directors to endorse the Core Competencies for Public Health Professional Model developed by the Public Health Foundation and authorizes the Director of Health as part of the agency's workforce develop plan to adopt and implement this model for all professional staff job descriptions in the agency. MOTION CARRIED UNANIMOUSLY.

XI. Revision of Summary of Employee Benefits – Brault discussed the proposed revision and advised that Paul Lewis of L&R Benefits, CCHD's health insurance carrier also reviewed the document for accuracy.

A MOTION was made by Doot, seconded by Nasinnyk, to endorse revision of the CCHD Personnel Policies, Policy XIV – Insurance Benefits. MOTION CARRIED UNANIMOUSLY.

XII. Next meeting date – Ray suggested that next meeting be held after July 7, 2014. Date to be

determined.

XIII. Adjournment -

A MOTION was made by Doot, seconded by Nasinnyk to adjourn. MOTION CARRIED UNANIMOUSLY.

The meeting was ended at 7:15 PM

Respectfully submitted,

Nancy Carol Brault
Secretary/Treasurer and Interim Director of Health