



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
July 13, 2016 Meeting
Minutes

- I. CALL TO ORDER AND ATTENDANCE.** Chairman Marti Stiglich called the meeting to order at 03:05 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), Ray Jarema, Michele Sadlosky and Judy Sartucci (arrived at 3:10 PM)
Excused: no one **Quorum present.**
Guest: Attorney Lisa Banatoski Mehta, Board attorney, Shipman & Goodwin
Notice posted: July 8, 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 posted. **Motion carried unanimously.**
- IV. APPROVAL OF MINUTES**
No action – deferred until next Committee meeting.
- V. UNFINISHED BUSINESS**
A. Update on Recruitment Process for Open Position
- Brown provided an update on recruitment activities for filling of a vacant environmental health inspector/registered sanitarian position.
 - He is filling the position with an RS who has all the desired environmental health certifications rather than a health inspector. The individual is scheduled to start on July 18th.
 - No other vacancies at this time.

HUMAN RESOURCES COMMITTEE

July 13, 2016 Meeting

Page 2

B. Update on the HIPAA Project

- Brown reported on the status of work on the issue of record confidentiality in the agency.
- Review of Pro Bono attorney-generated policies is continuing with staff making modifications to address CCHD practices. Target for completion is the fall, 2016.

C. Implementation of new collective bargaining contract

- Brown reported that the contract with AFSCME is ready and will be signed by agency and union representatives this week.
- Planning for implementation of contract requirements, such as salary increases and uniform procurement, is underway.
- Brown will continue to work with union representatives to ensure all items are addressed as soon as possible.

Sartucci arrives and joins meeting.

VI. NEW BUSINESS.

A. Executive Session

A MOTION by Jarema, seconded by Sadlosky to go into executive session for discussion with Board Attorney Lisa Banatoski Mehta of draft personnel policies exempt from disclosure under Conn. Gen. Stat. 1-210 (attorney client privileged work product). **Motion carried unanimously.**

In executive session at 3:11 PM. Present: Brown, Jarema, Sadlosky, Sartucci, Stiglich and Mehta.

Out of executive session at 4:31 PM.

B. Action regarding recommendation to the Board

- No action recommended at this time. Committee needs to review document and discuss further with Attorney Mehta at its next meeting.
- Members asked to review and come prepared with comments and questions for next meeting.
- Brown and Mehta will check with the account manager regarding the agency's 457 Plan.
- Sartucci will review the PHAB Accreditation standards and measures with Brown regarding human resources system components, ethics and code of conduct and any other areas that Committee needs to address in this draft document.
- Committee will try to have revised personnel policies ready for Board approval no later than the Board's October meeting.

HUMAN RESOURCES COMMITTEE

July 13, 2016 Meeting

Page 3

VI. NEXT MEETING

In order to assure a quorum the next Committee meeting date is moved from Weds., August 10, 2016 to Weds., August 17, 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 Sartucci to adjourn.

Motion carried unanimously. Meeting adjourned at 4:35 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: August 24, 2016