



BOARD OF HEALTH

HUMAN RESOURCES COMMITTEE

August 24, 2016 Meeting Minutes

- I. CALL TO ORDER AND ATTENDANCE.** Chairman Marti Stiglich called the meeting to order at 03:17 PM in second floor conference room of the Rocky Hill Town Hall in Rocky Hill, CT. Meeting date changed from August 17, 2016 to assure a quorum.
Present: Marti Stiglich (Chairman), Charles Brown (Director of Health) Michele Sadlosky and Judy Sartucci.
Excused: Ray Jarema **Quorum present.**
Guest: Board Attorney Lisa Banatoski Mehta of Shipman & Goodwin
Notice posted: August 19, 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 Sadlosky, seconded by Sartucci to approve the minutes of the July 13, 2016 Committee meeting with the addition of Ray Jarema as present. **Motion carried unanimously.**
- V. UNFINISHED BUSINESS**
- A. Implementation of new collective bargaining contract**
- Brown reported that the contract with AFSCME has been signed by agency and union representatives and implementation of contract requirements is underway (e.g., salary increases, uniform procurement, health plan premiums, etc.)
 - Dues deductions will be implemented with the next agency pay cycle.
 - Brown is working with Russ Solernou, Account Manager, on implementing changes to the agency's 457 Plan.
 - Staff members have been moved off the Town of Wethersfield dental, life and disability plans to Guardian Insurance. The agency paid premiums for both sets of plans for July and August to assure continuity during the transition.

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- Mehta pointed out that the Board will need to formally approve the implementation of 50% match for the 457 Plan (new under the union contract) at its next meeting on September 15th.

B. Update on the HIPAA Project

- Brown reported on the status of work on the issue of record confidentiality in the agency.
- Draft HIPAA policy received and reviewed with staff who had many questions due to the newness of the policy to most of them.
- Sartucci advised that the policy should also be reviewed with the Governance Committee before taking to the Board for final approval.

C. Executive Session

A MOTION by Sartucci, 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 3:30 PM. Present: Brown, Sadlosky, Sartucci, Stiglich and Mehta.

Out of executive session at 4:17 PM.

D. Action regarding recommendation to the Board

No formal action recommended at this time. Summary:

- Committee needs to review and discuss document further with Attorney Mehta at one more meeting. Two issues to complete: contributions to retirement plan (457) and the section on code of ethics/confidentiality issues.
- Sartucci had reviewed the PHAB Accreditation standards and measures regarding human resources system components and ethics and code of conduct that needed to be addressed in this draft document. Copies of related measures and PHAB guidance were distributed and discussed in the executive session: Measure 11.1.2A (ethical issues); Measure 11.1.3A (confidentiality policy) and Measure 11.1.5A (human resource policies and procedures). Stiglich asked that the Committee's consideration of the PHAB standards and measures continue to be identified and be documented in the minutes of each meeting.
- Brown and Mehta will check with account manager regarding the agency's 457 Plan.
- Members asked to review and come prepared with any further draft language, comments and questions for next meeting.
- Committee would like to have revised personnel policies ready for Board approval at its next meeting on September 15th.

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VI. NEW BUSINESS. None.

VI. NEXT MEETING

- Next Committee meeting will be on Weds., September 14, 2016 at 3:00 PM in the second floor conference room of the Rocky Hill Town Hall.
- Sartucci asked that at a future meeting the review of the PHAB measures for compliance related to:
 - the human resource function in the agency (as required in Measure 11.1.15A.4 and funded in the agency's FY 2016 and FY 2017 budgets) and
 - the recruitment, hiring and retention of qualified staff (Measure 8.2.2A) now that Brown has had experience in filling several vacancies this past year.

VII. ADJOURNMENT

A MOTION was made by Sadlosky, seconded by Sartucci to adjourn.

Motion carried unanimously. Meeting adjourned at 4:37 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: September 14, 2016