



BOARD OF HEALTH
HUMAN RESOURCES COMMITTEE
September 13, 2017 Meeting
Minutes

- I. CALL TO ORDER AND ATTENDANCE.** Chairman Marti Stiglich called the meeting to order at 3:05 PM in second floor conference room of the Rocky Hill Town Hall in Rocky Hill, CT.
Present: Chairman Marti Stiglich, Charles Brown (Director of Health), Michele Sadlosky
Excused: Ray Jarema and Judy Sartucci
Notice posted: September 11, 2017
Quorum present.
- II. PUBLIC FORUM:** No one from the public was present.
- III. REVIEW AND REORDER AGENDA**
A MOTION was made by Sadlosky seconded by Brown to adopt the meeting agenda as posted. **Motion carried unanimously.**
- IV. APPROVAL OF MINUTES**
A MOTION was made by Sadlosky, seconded by Brown to approve the minutes of the June 14, 2017 Committee meeting as presented. **Motion carried unanimously.**
- V. UNFINISHED BUSINESS**
- A. CCHD Student Placement Policy**
- Brown presented to the Committee a revised draft of the Student Placement policy. Information from the CT DPH DRAFT Student placement Policy was incorporated as well as the requirement that all students need to sign a confidentiality statement regardless of their project.
 - A MOTION was made by Sadlosky, seconded by Brown to recommend the policy be approved by the Board at the September 21st Board meeting. **Motion carried unanimously.**
- VI. NEW BUSINESS**
- A. Vacation Time Accrual Policy**
- Brown sought feedback on the current personnel policy and alternatives that included paid time off (PTO) systems from the committee due to feedback from staff that the current system caused issues at the beginning of employment with the agency. Brown will investigate alternatives and will draft a recommendation for the committee to review at a future meeting.

HUMAN RESOURCES COMMITTEE

September 13, 2017 Meeting

Page 2

VII. NEXT MEETING

1. Next Committee meeting will be on Wednesday, October 11, 2017 at 3:00 PM in the second-floor conference room of the Rocky Hill Town Hall.
2. Items for next agenda:
 - PHAB Standard review

VIII. ADJOURNMENT

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

Motion carried unanimously. Meeting adjourned at 3:33 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: October 11, 2017