



**BOARD OF HEALTH**  
**HUMAN RESOURCES COMMITTEE**  
**September 14, 2016 Meeting**  
**Minutes**

**I. CALL TO ORDER AND ATTENDANCE.** Chairman Marti Stiglich was unable to attend this meeting.

**A MOTION** was made by Michele Sadlosky, seconded by Ray Jarema to have Charles Brown chair the meeting in the Chairman's absence. **Motion carried unanimously.**

Brown 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:** Charles Brown (Director of Health), Ray Jarema, Michele Sadlosky and Judy Sartucci.

**Excused:** Chairman Marti Stiglich **Quorum present.**

**Guest:** Board Attorney Lisa Banatoski Mehta of Shipman & Goodwin

**Notice posted:** September 9, 2016

**II. PUBLIC FORUM:** No one from the public was present.

**III. REVIEW AND REORDER AGENDA**

**A MOTION** was made by Sadlosky, seconded by Jarema 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 August 24, 2016 Committee meeting as posted. In favor: Brown, Sadlosky and Sartucci. Opposed: no one. Abstention: Jarema. **Motion carried.**

**V. UNFINISHED BUSINESS**

**A. Implementation of new collective bargaining contract**

- Brown and Mehta conferenced with Russ Solernou, account manager, on implementing any changes to the agency's 457 Plan based on the new union contract and requirement for a 50% (dollar for dollar) match.
- No changes are needed. Same paperwork will be used. Board does not need to take a formal vote on the implementation of 50% match as it has already approved the contract with AFSCME and a further vote is not required by the management company.

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- Revised personnel policies to read: “Contributions to the Plan(s) shall be in accordance with the collective bargaining agreement for bargaining unit employees and in accordance with the schedule of employer contributions as approved by the Board from time to time for non-bargaining unit employees.”
- Board may negotiate separately with Brown as part of his agreement with the Board.

### **B. Update on the HIPAA Project**

- Brown reported on the status of work on record confidentiality under the federal HIPAA regulations in the agency, which is nearly complete.
- He reviewed the changes made to the existing agency HIPAA policy based on staff feedback to the Pro Bono attorneys, the advisors to the agency on the project. Final copy pending.
- Consensus of Committee is to move the policy forward to the Board for approval at its September 15<sup>th</sup> meeting with an explanation from Brown of the final changes that are pending (such as attachment of job description for staff member to serve as agency “compliance officer”).
- Brown would like to begin to implement including staff training by the end of the month as the seasonal influenza clinics begin the first week of October.

### **C. 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 3:21 PM. Present: Brown, Jarema, Sadlosky, Sartucci, and Mehta.

Out of executive session at 4:00 PM.

### **D. Action regarding issues discussed in Executive Session**

- No formal action taken at this time.
- Mehta and Brown need some time to pull all the final recommended changes to the Personnel Policies and recommended changes to the Agency Policy Letters together in final form.
- Committee would like to have revised personnel policies ready for Board approval at its October 20<sup>th</sup> meeting.
- Mehta recommends that the Agency split out the staff section of the COI policy from those for the Board or vendors for inclusion in the Personnel Policies and have a separate section on the full policy in a Board manual.

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- In keeping with OSHA Mehta also recommends that Brown establish a “health and safety committee” at agency with staff participation and board representation. Will work with him on this. Sadlosky offered to be the Board representative as she serves on a similar committee in her workplace.

**VI. NEW BUSINESS.** None.

### **VI. NEXT MEETING**

- Next Committee meeting will be on Weds., October 12, 2016 at 3:00 PM in the second floor conference room of the Rocky Hill Town Hall.
- Focus will be on final draft of the revised personnel policies and related documents.

### **VII. ADJOURNMENT**

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

**Motion carried unanimously.** Meeting adjourned at 4:05 PM.

Respectfully submitted,

Judith A. Sartucci  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: October 12, 2016**