



BOARD OF HEALTH

HUMAN RESOURCES COMMITTEE

October 10, 2018 Meeting **Minutes**

- I. CALL TO ORDER AND ATTENDANCE.** Chairman Marti Stiglich called the meeting to order at 3:02 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), Judy Sartucci and Michele Sadlosky.
Excused: Ray Jarema
Quorum present.
Notice posted: October 8, 2018
- II. PUBLIC FORUM:** No one from the public was present for comments.
- 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 September 12, 2018 Committee meeting as posted. **Motion carried unanimously.**
- V. UNFINISHED BUSINESS**
- A. Executive Session
A MOTION was made by Sadlosky, seconded by Sartucci to go into executive session for an update on and discussion of personnel issues. **Motion carried unanimously.**
Present in session at 3:05 PM: Brown, Stiglich, Sadlosky and Sartucci.
Out of session at 3:10pm.
2. No action taken on issues discussed in executive session.
- VI. NEW BUSINESS**
- A. Clinic Nurse Supervisor Job Description
- Brown reported on the development of a durational position for Clinic Nurse Supervisor to oversee immunization clinic medical operations.
 - There is an agreement between CCHD and Pat Rinaldi, RN, currently to provide support in this capacity. But in the future of the agency would like to use a durational employee in this position, so a new job spec is needed. This would also provide for liability coverage through CCHD's umbrella insurance policy through CIRMA.
 - Committee asked to review draft job description and provide comments at the next HRC meeting.
- B. MOA for Acting Director of Health Services
- Brown reported on the status of a draft memorandum of agreement (MOA) between the Boards of CCHD and the West Hartford- Bloomfield Health District for provision of the

services of an approved acting DOH in the event that appropriate internal coverage could not be arranged between Brown and Ann Hartman.

- Sartucci and Brown had a conference call with Attorney Lisa Banatoski Mehta in August -to discuss a model and format for agreement. Sartucci was concerned that several items were not addressed in this draft that came from the attorney, such as a definition of acting director of health (i.e., qualified person who is appointed by the Board and approved by the Commissioner of Public Health).
- Committee was asked to review draft MOA and provide comments at the next HRC meeting.

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VII. NEXT MEETING

1. Next Committee meeting will be on Wednesday, November 14, 2018 at 3:00 PM in the second-floor conference room of the Rocky Hill Town Hall.
2. Items for next agenda:
 - Personnel updates
 - Clinic nurse supervisor job spec
 - MOA on acting director of health services

VIII. ADJOURNMENT

A MOTION was made by Sadlosky, seconded by Sartucci, to adjourn. **Motion carried unanimously.** Meeting adjourned at 3:29 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: _____