



BOARD OF HEALTH

HUMAN RESOURCES COMMITTEE

October 11, 2017 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), Ray Jarema, Michele Sadlosky, and Judy Sartucci.
Excused: None **Quorum present.**
Notice posted: October 6, 2017
- 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 Brown to approve the minutes of the September 13, 2017 Committee meeting as presented. In favor: Brown, Sadlosky and Stiglich. Opposed: no one. Abstentions: Sartucci and Jarema. **Motion carried.**
- V. UNFINISHED BUSINESS**
A. CCHD Student Placement Policy
- Brown presented to the Committee a revised draft of the new Student Placement policy. Information about involvement of institutional review boards was omitted from the last draft and incorporated here.
 - Committee also made suggestions to improve the sample student confidentiality and project forms attached. These will be not be included in the policy that is sent to Board for approval, but instead sent to the Board attorney for review and approval before use by agency.
- A MOTION** was made by Jarema, seconded by Sadlosky to recommend the policy be approved by the Board at its October meeting. **Motion carried unanimously.**
- VI. NEW BUSINESS**
A. Vacation Time Accrual Policy
- Brown had sought feedback from the Committee on the current personnel policy and alternatives that included paid time off (PTO) systems.
 - Brown will investigate alternatives and will draft a recommendation for the committee to review at a future meeting.
- A MOTION** was made by Jarema, seconded by Brown to table this item until further information is provided to the committee to review. **Motion carried unanimously.**

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B. Personnel Update

- Brown updated the Committee on the recent resignation of the agency's health educator and plans to review the position before posting for refill. Position will continue to be part-time.
- Committee offered suggestions on future use of position and skill set to look for when recruiting.

VII. NEXT MEETING

1. Next Committee meeting will be on Wednesday, November 8, 2017 at 3:00 PM in the second-floor conference room of the Rocky Hill Town Hall.
2. Items for next agenda:
 - Vacation Time Accrual Policy
 - Progress on PHAB Standards and Measures

VIII. ADJOURNMENT

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

Motion carried unanimously. Meeting adjourned at 3:40 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: November 8, 2017