



BOARD OF HEALTH

HUMAN RESOURCES COMMITTEE

October 12, 2016 Meeting Minutes

- I. CALL TO ORDER AND ATTENDANCE.** Chairman Marti Stiglich called the meeting to order at 03:00 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, and Judy Sartucci (via conference call).
Excused: Ray Jarema, **Quorum present.**
Guest: Board Attorney Lisa Banatoski Mehta of Shipman & Goodwin
Notice posted: October 7, 2016
- II. PUBLIC FORUM:** No one from the public was present.
- III. REVIEW AND REORDER AGENDA**
A MOTION was made by Sadlosky, seconded by Sartucci 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 14, 2016 Committee meeting as posted. In favor: Brown, Sadlosky and Sartucci. Opposed: no one. Abstention: Stiglich. **Motion carried.**
- V. UNFINISHED BUSINESS**
- A. Implementation of new collective bargaining contract**
- Brown reported that the first phase of implementation has been completed.
 - Bargaining unit staff members were informed this week of dues collection that will start with the new pay period.
 - Staff also informed of the start of the matching requirement for the agency's 457 Plan.
- B. Update on the HIPAA Project**
- The Board approved the revised HIPAA policy, as recommended by HRC, at its Sept. 15, 2016 meeting.
 - Brown fully implemented the policy with the start of the agency's annual flu clinics at the beginning of October.
 - JIT (just in time) training was provided to clinic volunteers

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- More extensive training is planned for agency staff by the Pro Bono attorneys who helped with the policy revision.
- CCHD is now fully HIPAA compliant.

C. Executive Session

A MOTION by Sadlosky, seconded by Sartucci 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 3:05 PM. Present: Brown, Sadlosky, Sartucci, Stiglich and Mehta.

Out of executive session at 3:46 PM.

D. Action regarding issues discussed in Executive Session

A MOTION was made by Sadlosky, seconded by Sartucci to recommend to the Board approval and adoption of these newly revised personnel policies. **Motion carried unanimously.**

- Stiglich, as Committee Chairman, to attach a cover letter to draft sent to Board with Committee's recommendation for approval.
- Personnel policies should be reviewed and updated annually. Mehta's firm will send to Brown periodic legislative updates on personnel issues to include in agency manual.

Chairman Stiglich thanked Attorney Mehta for her pro bono service to the agency on this important project and Brown for his assistance in coordination of the effort. She also thanked the Committee for its time and input over several months of intensive work.

VI. NEW BUSINESS.

A. Agency Travel Policy.

Brown and Committee noted that the agency's travel policy was included in the review and revision of personnel policies that was just completed. Therefore a separate annual review of the agency's travel policy by the HRC is not needed this year.

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VII. NEXT MEETING

Next Committee meeting will be on Weds., November 9, 2016 at 3:00 PM in the second floor conference room of the Rocky Hill Town Hall.

VIII. ADJOURNMENT

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

Motion carried unanimously. Meeting adjourned at 3:48 PM.

Respectfully submitted,

Judith A. Sartucci
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: November 9, 2016