



Central Office: 505 Silas Deane Highway, Wethersfield, CT 06109 Phone (860) 721-2822 Fax (860) 721-2823

Berlin: 240 Kensington Road, Berlin, CT 06037 Phone (860) 828-7017 Fax (860) 828-9248

Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533

Rocky Hill: 761 Old Main Street, Rocky Hill, CT 06067 Phone (860) 258-2770 Fax (860) 258-2767

www.ccthd.org

## **BOARD OF HEALTH**

### **HUMAN RESOURCES COMMITTEE**

#### **Minutes**

#### **November 4, 2015 Meeting**

- I. CALL TO ORDER AND ATTENDANCE.** Chairman Marti Stiglich called the meeting to order at 03:08 PM in second floor conference room of the Rocky Hill Town Hall in Rocky Hill, CT.  
**Present:** Marti Stiglich (Chairman), Charles Brown (Director of Health), Ray Jarema, Michele Sadlosky and Judy Sartucci  
**Excused:** no one. **Quorum present.**  
**Notice posted:** October 30, 2015  
Stiglich welcomed Sadlosky as a new committee member.
- II. PUBLIC FORUM:** No one from the public was present.
- III. REVIEW AND REORDER AGENDA**  
**A MOTION** was made by Sartucci, seconded by Jarema to adopt the meeting agenda as amended with the addition of items under “new business” on the travel policy and a human resources audit by Pro Bono Services. **Motion carried unanimously.**
- IV. APPROVAL OF MINUTES**  
**A MOTION** was made by Sadlosky seconded by Jarema to approve the minutes of the May 20, 2015 Committee meeting as submitted. In favor: Brown, Jarema, Stiglich and Sartucci. Opposed: no one. Abstention: Sadlosky. **Motion carried.**
- V. UNFINISHED BUSINESS**  
**A. Background checks for new staff**
- Brown updated the Committee on the draft policy that they had reviewed early in the year.
  - He is awaiting assignment of an attorney from Pro Bono Services for assistance. If not assigned soon he will have our regular attorney review and advise, as he anticipates new hires in the next few months. Committee members concurred.
- VI. NEW BUSINESS**  
**A. Executive Session**  
**Motion** by Sartucci, seconded by Sadlosky to go into executive session for discussion of an Assistant Director of Health proposal and other organizational changes; and an update on collective bargaining negotiations. **Motion carried unanimously.**

## **HUMAN RESOURCES COMMITTEE**

**November 4, 2015 Meeting**

**Page 2**

In executive session at 3:20 PM: Brown, Jarema, Sadlosky, Sartucci and Stiglich.

Out of executive session at 3:50 PM.

### **B. Action on items discussed in executive session**

**Motion** by Jarema, seconded by Sadlosky, to recommend Board support for development of the Assistant Director of Health for Community Health position proposed by Brown. Position to also serve as acting director of health. Brown to revise job spec based on input from Committee. He asked that further comments be sent to him no later than the end of this week so that he can have ready for the Nov. 17<sup>th</sup> Board meeting. Committee asked that an organizational chart be included in proposal. **Motion carried unanimously.**

### **C. Travel Policy**

In January the Board adopted a new travel policy. Brown with assistance from the Committee developed and implemented a set of procedures. These require an annual review by the Director of Health with the HR Committee. Brown used this opportunity for this review.

Suggested changes:

- Change “employee” to more generic language to include board and volunteers who may travel on behalf of agency.
- Collapse in-state and out of state procedures sections into one (no need to differentiate)
- Expand mileage reimbursement sheet to include other expenses (e.g., registration, parking, etc.).

Brown will incorporate changes per policy. Does not need Board review.

Sartucci suggested some editorial changes to language in the travel policy itself.

Committee concurred. **Motion** by Jarema, seconded by Brown to move policy language changes forward to Board for approval. **Motion carried unanimously.**

### **D. Human Resources Audit**

- Brown reported on the human resources audit of agency procedures done by attorneys from Pro Bono Services in early October.
- Other human resources related projects/issues that he has asked Pro Bono Services to address with him include: policy on background checks of new staff; ethics code for the agency that will combine different CCHD policies (code of conduct in personnel policies, conflict of interest policy for board, staff and consultants, etc.); legal clarification of the advocacy role of the director of health and board members (what is education and what is lobbying); and a new confidentiality policy including HIPAA.
- Our labor attorney is revising the agency’s personnel policies and procedures as part of her work on our collective bargaining contract negotiations.
- Brown reported that feedback from attorneys in our HR audit was positive. We are ahead of issues that other similar agencies have not yet addressed.

**HUMAN RESOURCES COMMITTEE**

**November 4, 2015 Meeting**

**Page 3**

**VII. NEXT MEETING**

Sartucci said that there will be a number of issues for the Committee to address as the union contract negotiations wind down and the Pro Bono attorneys and Brown address pending issues as discussed above. Brown suggested setting up a monthly meeting schedule as the other Board Committees have done. Meetings can be cancelled if there are no agenda items. Committee Chair and members concurred. Stiglich suggested looking at the Weds. afternoon at 3 PM of the week preceding the monthly board meeting. Brown to set up a schedule and to get meeting room in Rocky Hill.

**VIII. ADJOURNMENT**

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

**Motion carried unanimously.** Meeting adjourned at 4:28 PM.

Respectfully submitted,

Judith A. Sartucci  
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: January 13, 2016