



BOARD OF HEALTH

HUMAN RESOURCES COMMITTEE

November 8, 2017 Meeting **Minutes**

- I. CALL TO ORDER AND ATTENDANCE.** Chairman Marti Stiglich called the meeting to order at 3:07 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 (via phone), and Judy Sartucci. **Excused:** Ray Jarema **Quorum present.**
Notice posted: November 7, 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 Sartucci to approve the minutes of the October 11, 2017 Committee meeting as posted. **Motion carried unanimously.**
- V. UNFINISHED BUSINESS**
A. Vacation Time Accrual Policy
- Brown had sought feedback from the agency's attorney but has yet to hear back. Will continue to seek information and will report back to committee next meeting.
- VI. NEW BUSINESS**
A. Health Educator Job Description Review
- Brown sought feedback from the committee on the draft revisions to the job description for the Health Educator position. Ann Hartman had also solicited feedback from the departing Health Educator and made minor changes.
 - The committee suggested changes to the "Education and Other Qualifications" section and "Physical and Mental Conditions/Work Environment" section to be consistent with what the Board's attorney had previously suggested for another job spec and to be consistent with current labor law and current HR practice.
- A MOTION** was made by Sartucci, seconded by Sadlosky to accept the Health Educator job description as revised and recommend to Board for review and approval. **Motion carried unanimously.**

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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
 - Need for policy on regular salary range review and updates

Plan for review and update of agency job descriptions

VIII. ADJOURNMENT

A MOTION was made by Sadlosky, seconded by Sartucci, 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: February 14, 2018