



BOARD OF HEALTH

HUMAN RESOURCES COMMITTEE

February 14, 2018 Meeting **Minutes**

- I. CALL TO ORDER AND ATTENDANCE.** Chairman Marti Stiglich called the meeting to order at 3:00 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, Ray Jarema and Judy Sartucci.
Excused: No one **Quorum present.**
Notice posted: February 12, 2018
- II. PUBLIC FORUM:** No one from the public was present for comments.
- III. REVIEW AND REORDER AGENDA**
A MOTION was made by Jarema, seconded by Sadlosky to adopt the meeting agenda with addition of “Update on Student Placement Policy” under Unfinished Business. **Motion carried unanimously.**
- IV. APPROVAL OF MINUTES**
A MOTION was made by Sadlosky, seconded by Sartucci to approve the minutes of the November 9, 2017 Committee meeting with minor changes. **Motion carried unanimously.**
- V. UNFINISHED BUSINESS**
A. Update on Student Placement Policy
- Brown provided an update on how the student placement policy was used for a recent student project with UCONN MPH Program. IRB review requirement was a potential issue, but program coordinator reviewed the algorithm for IRB at their institution and determined IRB review was not required and provided a memo to CCHD to that effect.
 - Committee will discuss again at annual review of the policy to determine if change in language needs to be made.
- VI. NEW BUSINESS**
A. Executive Session
A MOTION was made by Sartucci, seconded by Jarema to go into executive session at 3:13 pm to discuss the collective bargaining contract reopener pertaining to health benefits and salary. **Motion carried unanimously.**
In session: Brown, Jarema, Sadlosky and Sartucci. Out of session at 3:27pm. No action taken on any items discussed
- B. Job Description Review**
- Committee reviewed the Office Manager and the Administrative Assistant job descriptions and determined that the recommended language from the labor attorney needed to be included but no other changes were required at this time.

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- Brown will make changes and bring all previously reviewed descriptions for final approval

C. Cross Jurisdictional Sharing Arrangements

- Sartucci suggested that formally sharing positions between health districts was something the district should consider looking at as positions become vacant. Funding is also available nationally for some of these projects. Committee agreed that there was potential in cross-jurisdictional sharing arrangements and that these options should be considered in the future.

D. Agency Application and Recruitment

- Brown reported that the application checklist requirement to advertise in the newspaper has been costly and nonproductive for the type of positions we were recruiting for. Committee agreed that this could be optional for the position being recruited for in the future but to check first with the Board attorney for any legal requirements to do so.
- Sartucci asked about the process of protecting confidential information in employment applications that come into the agency. Committee It was suggested that applications should be sent to the attention of a specific staff member then forwarded to the supervisor of the position being recruited. Training on how to handle confidential information was also suggested.
- Brown reported that background checks were being conducted at the time a provisional offer is made to a candidate. A checklist for recruitment has been set up for administrative purposes.

E. Committee Dates

- Committee discussed the 2018 Human Resource Committee dates and made no changes to proposed schedule. **A MOTION** was made by Sadlosky, seconded by Sartucci to approve the 2018 meeting schedule. **Motion carried unanimously.**

VII. NEXT MEETING

1. Next Committee meeting will be on Wednesday, March 14, 2018 at 3:00 PM in the second-floor conference room of the Rocky Hill Town Hall.
2. Items for next agenda:
 - Job Description revisions
 - Vacation Time Accrual Policy
 - Progress on PHAB Standards and Measures
 - Need for policy on regular salary range review and updates

VIII. ADJOURNMENT

A MOTION was made by Sadlosky, seconded by Jarema, to adjourn. **Motion carried unanimously.** Meeting adjourned at 4:00 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: May 9, 2018