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BOARD OF HEALTH

HUMAN RESOURCES COMMITTEE

May 9, 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, and Judy Sartucci.
Excused: Ray Jarema
Quorum present.
Notice posted: May 7, 2018
- 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 with addition of “Personnel Update” under New Business and moving items” a through d” from New Business to Unfinished Business. **Motion carried unanimously.**
- IV. APPROVAL OF MINUTES**
A MOTION was made by Sartucci, seconded by Sadlosky to approve the minutes of the February 14, 2018 Committee meeting with minor editorial changes. **Motion carried unanimously.**
- V. UNFINISHED BUSINESS**
- A. Planned revision of agency job descriptions**
- Brown provided a draft of Emergency Preparedness Coordinator job description that had been updated with input from departing coordinator. Committee members were asked to review and provide comments to Brown prior to the next Committee meeting.
 - Sartucci requested that all reviewed job descriptions be brought to the Committee next month for review prior to sending for final approval by the Board.
- B. Vacation Time Accrual Policy**
- Brown reported that investigation of models of vacation time accrual continues.
 - He suggested the Committee wait until 2019 contract renegotiations before putting forth a suggested policy, as the collective bargaining unit would need to provide input on a change of this policy.
- C. Need for policy on regular salary range reviews**
- Brown suggested to the Committee that there is a need for regular salary range reviews to ensure agency salary ranges were appropriate based upon market.
 - Committee discussed and recommended a 4-year review cycle with the review being conducted the year prior to contract negotiations.
 - Policy language to be drafted and presented to Committee at a future meeting.

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D. Progress on PHAB Standards

- Brown discussed agency process for initial PHAB standard review. Committee had requested an update on domains pertinent to human resources. Brown has been working with Governance Committee to review all standards and measures under the 12 PHAB Domains. Governance should complete by its June 2018 meeting.
- Stiglich requested a document updating where the agency is to review at future HRC meeting. Governance has requested a similar summary of agency status on each of the 12 Domains.

VI. NEW BUSINESS

A. Personnel Update

- Brown updated the Committee on status of current recruitment for Registered Sanitarian/Environmental Inspector and Emergency Preparedness Coordinator positions.
- Committee members provided feedback on recruitment process and suggested ways to improve in the future. Members asked that Brown alert the Committee and the Board so that suggestions of groups to notify can be made prior to his posting the positions.

VII. NEXT MEETING

1. Next Committee meeting will be on Wednesday, June 13, 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
 - Progress on PHAB Standards and Measures
 - Personnel updates

VIII. ADJOURNMENT

A MOTION was made by Sadlosky, seconded by Sartucci, to adjourn.
Motion carried unanimously. Meeting adjourned at 4:04 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: June 13, 2018