



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  
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## **BOARD OF HEALTH**

### **HUMAN RESOURCES COMMITTEE**

#### **June 13, 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) and Michele Sadlosky.  
**Excused:** Ray Jarema and Judy Sartucci  
**Quorum present.**  
**Notice posted:** June 12, 2018
- II. PUBLIC FORUM:** No one from the public was present for comments.
- III. REVIEW AND REORDER AGENDA**  
**A MOTION** was made by Sadlosky, seconded by Brown to adopt the meeting agenda as presented. **Motion carried unanimously.**
- IV. APPROVAL OF MINUTES**  
**A MOTION** was made by Sadlosky, seconded by Brown to approve the minutes of the May 9, 2018 Committee meeting. **Motion carried unanimously.**
- V. UNFINISHED BUSINESS**
- A. Planned revision of agency job descriptions**
- Brown provided drafts of Director of Health, Assistant Director- Community Health, Office Manager, Health Educator, Administrative Assistant and Emergency Preparedness Coordinator job descriptions that had been reformatted to and updated based upon committee comments and input from labor attorney.
  - Motion by Sadlosky, seconded by Brown to send job descriptions for final approval by the Board. **Motion carried unanimously.**
- B. Personnel Update**
- Brown updated the Committee on status of current recruitment for Registered Sanitarian. Brown reported that new staff had started with the agency at the beginning of the week and were being on-boarded by their supervisors after orientation on Monday.
- VI. NEW BUSINESS - None**
- VII. NEXT MEETING**
1. Next Committee meeting will be on Wednesday, September 12, 2018 at 3:00 PM in the second-floor conference room of the Rocky Hill Town Hall.
  2. Items for next agenda:
    - Progress on PHAB Standards and Measures
    - Personnel updates

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**VIII. ADJOURNMENT**

**A MOTION** was made by Sadlosky, seconded by Brown, to adjourn. **Motion carried unanimously.** Meeting adjourned at 3:30 PM.

Respectfully submitted,

Charles K. Brown Jr.  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: September 12, 2018**