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## **BOARD OF HEALTH**

### **HUMAN RESOURCES COMMITTEE**

#### **September 12, 2018 Meeting** **Minutes**

- I. CALL TO ORDER AND ATTENDANCE.** Chairman Marti Stiglich called the meeting to order at 3:10 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), Judy Sartucci and Michele Sadlosky.  
**Excused:** Ray Jarema  
**Quorum present.**  
**Notice posted:** September 7, 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 Sartucci to adopt the meeting agenda as presented. **Motion carried unanimously.**
- IV. APPROVAL OF MINUTES**  
**A MOTION** was made by Sartucci, seconded by Sadlosky to approve the minutes of the June 13, 2018 Committee meeting. **Motion carried unanimously.**
- V. UNFINISHED BUSINESS**  
**Progress on PHAB Standards and Measures**
- Brown provided an overview of the current Human Resources System components used by the agency to support the functions of recruitment, retention and employee support, and resource recovery.
  - Committee discussed current practices and identified areas to focus improvement efforts based on measures in PHAB Domains 8 and 11, such as the need to establish a policy on Equal Opportunity Hiring practices.
  - Sartucci also recommended that PHAB standards continue to serve as guiding documents as the agency establishes new systems in a centralized office.
- VI. NEW BUSINESS –**  
1. Personnel Update-Executive Session for the purposes of discussing personnel issues  
**A MOTION** was made by Sartucci, seconded by Sadlosky to go into executive session at 3:59pm.  
**Motion carried unanimously.**  
In session: Brown, Stiglich, Sadlosky and Sartucci. Out of session at 4:24pm.
- VII. NEXT MEETING**
1. Next Committee meeting will be on Wednesday, October 10, 2018 at 3:00 PM in the second-floor conference room of the Rocky Hill Town Hall.
  2. Items for next agenda:
    - Personnel updates

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**VIII. ADJOURNMENT**

**A MOTION** was made by Sadlosky, seconded by Sartucci, to adjourn. **Motion carried unanimously.** Meeting adjourned at 4:33 PM.

Respectfully submitted,

Charles K. Brown Jr.  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: October 10, 2018**