BOARD OF HEALTH
HUMAN RESOURCES COMMITTEE
October 10, 2018 Meeting
Minutes

I. CALL TO ORDER AND ATTENDANCE. Chairman Marti Stiglich called the meeting to order at 3:02 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: October 8, 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 as posted. Motion carried unanimously.

IV. APPROVAL OF MINUTES
A MOTION was made by Sadlosky, seconded by Sartucci to approve the minutes of the September 12, 2018 Committee meeting as posted. Motion carried unanimously.

V. UNFINISHED BUSINESS
A. Executive Session
A MOTION was made by Sadlosky, seconded by Sartucci to go into executive session for an update on and discussion of personnel issues. Motion carried unanimously. Present in session at 3:05 PM: Brown, Stiglich, Sadlosky and Sartucci. Out of session at 3:10pm.

2. No action taken on issues discussed in executive session.

VI. NEW BUSINESS
A. Clinic Nurse Supervisor Job Description
• Brown reported on the development of a durational position for Clinic Nurse Supervisor to oversee immunization clinic medical operations.
• There is an agreement between CCHD and Pat Rinaldi, RN, currently to provide support in this capacity. But in the future of the agency would like to use a durational employee in this position, so a new job spec is needed. This would also provide for liability coverage through CCHD’s umbrella insurance policy through CIRMA.
• Committee asked to review draft job description and provide comments at the next HRC meeting.

B. MOA for Acting Director of Health Services
• Brown reported on the status of a draft memorandum of agreement (MOA) between the Boards of CCHD and the West Hartford- Bloomfield Health District for provision of the
services of an approved acting DOH in the event that appropriate internal coverage could not be arranged between Brown and Ann Hartman.

- Sartucci and Brown had a conference call with Attorney Lisa Banatoski Mehta in August to discuss a model and format for agreement. Sartucci was concerned that several items were not addressed in this draft that came from the attorney, such as a definition of acting director of health (i.e., qualified person who is appointed by the Board and approved by the Commissioner of Public Health).
- Committee was asked to review draft MOA and provide comments at the next HRC meeting.

VII. NEXT MEETING
1. Next Committee meeting will be on Wednesday, November 14, 2018 at 3:00 PM in the second-floor conference room of the Rocky Hill Town Hall.
2. Items for next agenda:
   - Personnel updates
   - Clinic nurse supervisor job spec
   - MOA on acting director of health services

VIII. ADJOURNMENT
A MOTION was made by Sadlosky, seconded by Sartucci, to adjourn. Motion carried unanimously. Meeting adjourned at 3:29 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: November 10, 2018