BOARD OF HEALTH

HUMAN RESOURCES COMMITTEE

November 14, 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, Ray Jarema and Pat Checko. Excused: None Quorum present. Notice posted: November 13, 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 Brown to adopt the meeting agenda as posted. Motion carried unanimously.

IV. APPROVAL OF MINUTES
A MOTION was made by Sartucci, seconded by Brown to approve the minutes of the October 10, 2018 Committee meeting as posted. Jarema and Check abstained. Motion carried.

V. UNFINISHED BUSINESS
A. Executive Session
A MOTION was made by Sartucci, seconded by Checko 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, Checko, Jarema and Sartucci. Out of session at 3:10pm.

No action taken on issues discussed in executive session.

B. Clinic Nurse Supervisor Job Description
- Brown reported on the development of a durational position for Clinic Nurse Supervisor to oversee immunization clinic medical operations.
- The committee discussed the changes suggested by committee members, including the standard formatting and legal requirements, and agreed that the job description was in good shape.
- A MOTION was made by Sartucci, seconded by Checko to forward the job description to the Board for approval. Motion carried unanimously.

C. 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.

- Committee reviewed draft MOA and provided changes to definitions to include statutory references for director of health qualifications.
- **A MOTION** was made by Sartucci, seconded by Checko to forward the MOA to the Board for approval. **Motion carried unanimously.**

**VI. NEW BUSINESS**

**VII. NEXT MEETING**
1. Next Committee meeting will be on Wednesday, December 12, 2018 at 3:00 PM in the second-floor conference room of the Rocky Hill Town Hall.
2. Items for next agenda:
   - Personnel updates

**VIII. ADJOURNMENT**

**A MOTION** was made by Jarema, seconded by Checko, to adjourn. **Motion carried unanimously.** Meeting adjourned at 4:15 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE:** January 16, 2019