BOARD OF HEALTH
HUMAN RESOURCES COMMITTEE
March 13, 2019 Meeting
MINUTES

A. CALL TO ORDER AND ATTENDANCE
Chairman Marti Stiglich called the meeting to order at 3:03 PM in the Conference Room of CCHD in Rocky Hill, CT.
Present: Patricia Checko, Marti Stiglich, Ray Jarema and Charles Brown
Excused: Judy Sartucci
Quorum present.
Date meeting notice posted: March 11, 2019
Staff: none

B. PUBLIC FORUM – no one from the public was present.

C. ADOPTION OF AGENDA
A MOTION was made by Checko, seconded by Jarema to adopt the agenda as presented.
Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES
A MOTION was made by Checko, seconded by Jarema to approve the minutes of February 13, 2019 Committee meeting as posted. Motion carried unanimously.

E. UNFINISHED BUSINESS
1. Personnel Update
   • Brown informed the committee of the resignation of Todd Christopher. Recruitment for an experienced sanitarian will begin soon.
   • Johnathan Butler began training as an environmental health inspector on March 1st. This should help with inspection rates once he gets trained to accomplish salon, motel and pool inspections.

F. NEW BUSINESS
1. Agency Policy Letter Review
   • Committee discussed standardizing format of policy letters and determined many had similar focuses and could either be combined or revised to assure no unnecessary duplication exists. Committee also stated need to review in conjunction with current Personnel Policy Manual, as many issues may be addressed there and other policy letters should be included as appendices. Brown will categorize letters by function prior to next meeting to facilitate further review by committee.

G. NEXT MEETING
1. The Human Resources Committee will meet on Wednesday, May 8, 2019 at 3:00 PM in the CCHD offices in Rocky Hill.

2. Potential Agenda Items for Future meetings:
   a. Agency Policy letter Review
   b. Travel Policy Review
   c. Flu Vaccine Policy for Staff
   d. Revision of Job Specifications
   e. Discussion of Conversion to Paid Time Off
CCHD HUMAN RESOURCES COMMITTEE
March 13, 2019 Meeting
Page 2

f. PHAB Standards and Measures
   i. ADA review post-move

H. ADJOURNMENT
   A MOTION was made by Checko, seconded by Jarema to adjourn. Motion carried unanimously. The meeting adjourned at 3:41 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: May 8, 2019