BOARD OF HEALTH
HUMAN RESOURCES COMMITTEE
June 12, 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: Marti Stiglich, Judy Sartucci, Ray Jarema, Patricia Checko and Charles Brown
Excused: None
Quorum present.
Date meeting notice posted: June 10, 2019
Staff: none

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

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

D. APPROVAL OF RECORD OF MINUTES
A MOTION was made by Jarema, seconded by Sartucci to approve the minutes of May 8, 2019 Committee meeting. Motion carried unanimously.

E. UNFINISHED BUSINESS
1. Agency Policy Letter Review
   - Committee reviewed travel policy and Sartucci suggested the need for a version date on the reimbursement form for travel related expenses.
   - Committee continued to discuss standardizing format of policy letters and whether policies with similar focuses could either be combined or revised to assure no unnecessary duplication exists. Committee reviewed current Personnel Policy Manual, as many issues are addressed there and discussed if other policy letters should be included as appendices.
   - Brown suggested speaking to town HR departments to assist with best practices of what should be kept and proper formatting. Brown to report back at next meeting on any recommendations.

2. Accreditation Issues Related to Human Resources
   - Brown reported that NACCHO technical assistance grant for inclusion of persons with disabilities could be used to provide assistance with ADA compliance issues. Sartucci had also forwarded information in May to assist CCHD with ADA issues. Committee members discussed and suggested asking Human Resources in member towns how they were addressing ADA compliance and if there was a disability liaison to consult locally.
Committee agreed to adding a standing agenda item for PHAB readiness review looking at measures under Domain 8 for activities to include:

1. Partnerships with the schools
2. Workforce development planning
   a. Assessment needed
3. Recruitment process
   a. Advertising and verification of credentials
4. Annual professional review plans and documentation of training
5. Policies that support a healthy work environment for employees
   a. Wellness policies
6. Employee recognition
7. Specific wellness activities
8. Establishment of Career ladders
9. Completion of ADA assessment

F. NEW BUSINESS
   1. None

G. NEXT MEETING
   1. The Human Resources Committee will meet on Wednesday, August 7, 2019 at 3:00 PM in the CCHD offices in Rocky Hill. There will be no meeting in July.
   2. Potential Agenda Items for Future meetings:
      a. Agency Policy letter Review
      b. Flu Vaccine Policy for Staff
      c. Revision of Job Specifications
      d. Discussion of Conversion to Paid Time Off
      e. PHAB Standards and Measures

H. ADJOURNMENT
   A MOTION was made by Jarema, seconded by Checko to adjourn. Motion carried unanimously. The meeting adjourned at 4:09 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: August 7, 2019