BOARD OF HEALTH
HUMAN RESOURCES COMMITTEE
August 7, 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, Ray Jarema, Patricia Checko and Charles Brown
Excused: Judy Sartucci Quorum present.
Date meeting notice posted: August 5, 2019
Staff: none

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

C. ADOPTION OF AGENDA
Brown requested that the agenda be amended to add “Recovery Coach Job description” under New Business. A MOTION was made by Checko, seconded by Jarema to accept the agenda as amended. Motion carried unanimously.

D. APPROVAL OF RECORD OF MINUTES
A MOTION was made by Checko, seconded by Jarema to approve the minutes of June 12, 2019 Committee meeting. Motion carried unanimously.

E. UNFINISHED BUSINESS
1. Agency Policy Letter Review
   • Brown reported on speaking to Rocky Hill HR department to assist with best practices of what should be kept and proper formatting. Dana Macgee, HR Director, is reviewing the documents and will get back to Brown with any advice soon.

2. Accreditation Issues Related to Human Resources
   • Partnership with Schools-Brown reported that CCHD is entering into a relationship with CCSU. Our Health Educator, Luis Pantoja, has been working with a Health Communication professor on a practicum experience for digital filmmaking/media production students. Final project descriptions will be completed soon and student selection and practicum start could be as soon as September 2019. Additionally, this professor could be open to research opportunities and assistance with CHA/CHIP.

F. NEW BUSINESS
1. Recovery Coach Job Description
   • Brown presented committee members with a draft job description for a part-time Recovery Coach position. This position is for the Statewide Opioid Response Grant and the position was included in the approved grant. The program has reached a point where outreach to fill this position needs to occur, so CCHD staff worked with CCAR resources to develop the draft job description.
   • A motion was presented by Checko, seconded by Jarema to forward job description to Board for approval. Motion carried unanimously.
G. NEXT MEETING

1. The Human Resources Committee will meet on Wednesday, September 11, 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. Flu Vaccine Policy for Staff
   c. Revision of Job Specifications
   d. Discussion of Conversion to Paid Time Off
   e. Standing agenda item for PHAB readiness review looking at measures under Domain 8 for activities to include:
      i. Partnerships with the schools
      ii. Workforce development planning
      1. Assessment needed
      iii. Recruitment process
      1. Advertising and verification of credentials
      iv. Annual professional review plans and documentation of training
      v. Policies that support a healthy work environment for employees
      1. Wellness policies
      vi. Employee recognition
      vii. Specific wellness activities
      viii. Establishment of Career ladders
      ix. Completion of ADA assessment

H. ADJOURNMENT

A MOTION was made by Jarema, seconded by Checko to adjourn. Motion carried unanimously. The meeting adjourned at 3:29 PM.

Respectfully submitted,

Charles K. Brown Jr.
Recorder pro tem

REVIEWED AND APPROVED BY COMMITTEE: September 11, 2019