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**CENTRAL CONNECTICUT HEALTH DISTRICT
HUMAN RESOURCES COMMITTEE MEETING
Newington Town Hall, Conference Room 1**

January 5, 2011

Working Notes (approved)

I. Call to order and attendance

Meeting called to order at 5:09 p.m. Attending: Kevin Borrup, Dianne Doot, Ray Jarema, Judy Sartucci, Paul Hutcheon.

II. Public Forum

None Present

III. Review and Reorder agenda.

- Add executive session as item V
- Add accreditation as item VI
- Add strategic planning as item VII
- Add acting Director of Health policy as item VIII

A MOTION was made by Kevin Borrup and seconded by Dianne Doot to accept the amended agenda. Motion carried unanimously.

IV. Approval of Minutes and working notes from August 30, 2010 and November 18, 2010.

A MOTION was made by Dianne Doot and seconded by Kevin Borrup to approve the minutes and working notes of the August 30, 2010 meeting. 3 were in favor (Borrup, Doot, Jarema) 1 abstained (Sartucci). MOTION CARRIED.

A MOTION was made by Judy Sartucci and seconded by Kevin Borrup to approve the minutes and working notes of the November 18, 2010 meeting. Motion carried unanimously.

V. Executive Session – Called to order 5:14 p.m.

A MOTION was made by Kevin Borrup and seconded by Judy Sartucci to go into Executive Session for the purpose of discussing the Director of Health employment agreement. Motion carried unanimously

Committee came out of Executive Session at 5:56.

Kevin indicated he will follow up with the attorney regarding the Director of Health employment agreement. Committee requested that a copy of the November 17, 2010 DOH Employment Agreement to be included in Board packet for the January 20, 2011 meeting.

VI. Accreditation – Human Resources Issues

Judy Sartucci provided an overview of the efforts of the Public Health Accreditation Board and the accreditation process that will be available mid- 2011. Section A and Domain 8 are relative to the Human Resources Committee. The committee requested completion of self-assessment for domain 8 as soon as possible.

VII. Strategic Planning – Human Resources Issues – No action

VIII. Acting Director of Health policy – Committee agreed to establish a policy for appointing an acting Director of Health other than Nancy Brault. Kevin agreed to prepare a draft policy.

IX. Other Business - None

X. Next Meeting Date – to be set at a future date.

A MOTION was made by Kevin Borrup seconded by Dianne Doot to adjourn. Motion carried unanimously.

Meeting adjourned at 6:37 p.m.

Respectfully submitted,

Paul Hutcheon, M.P.H., R.S. Director of Health