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(Approved)

## **BOARD OF HEALTH Human Resources Committee Meeting**

January 9, 2014

### **MINUTES**

#### **I. CALL TO ORDER AND ATTENDANCE**

Meeting called to order by Chairman Ray Jarema at 7:35 PM in the second floor elevator conference room in the Rocky Hill Town Hall, Rocky Hill, CT. Attending: Ray Jarema, Chairperson, Judy Sartucci, Kristine Nasinnyk, Dianne Doot and Nancy Brault Interim Director of Health-Designee.

Absent: no one.

**Quorum Present:** Yes

Also present from the Board, but not Committee members, were: Margaret Hanbury and Carolyn Wysocki.

**Date Meeting Posted:** January 7, 2014

#### **II. PUBLIC FORUM – no one was present**

#### **III. REVIEW AND REORDER AGENDA**

**A MOTION was made by Kristine Nasinnyk, seconded by Judy Sartucci, to reorder agenda by tabling item VII--Interim Chief Sanitarian or Senior or Lead Sanitarian job description. MOTION CARRIED UNANIMOUSLY.**

#### **IV. Approval of minutes and working notes of the November 20, 2013 meeting.**

Members discussed the need to clean up the “record of votes”.

**A MOTION was made by Kristine Nasinnyk, seconded by Dianne Doot, to approve minutes and Record of Votes of November 20, 2013 meeting with technical changes to be made. MOTION CARRIED UNANIMOUSLY.**

#### **V. Revised DOH job description**

Members discussed the Director of Health job description offered suggestions on core competencies, standardized formatting etc. Members agreed that additional information was needed prior to approving the job description

**A MOTION was made by Dianne Doot, seconded by Judy Sartucci, to table item VI-- Revised Comm. Health Coordinator/Accreditation Coordinator job description on the agenda. MOTION CARRIED UNANIMOUSLY.**

Nancy Brault recused herself at 8:05 PM and was absent from the remainder of the meeting which included a discussion on qualifications of a new director of health and the succession process.

- VI. Revised Comm. Health Coordinator/Accreditation Coordinator job description--TABLED**
- VII. Interim Chief Sanitarian of Senior or Lead Sanitarian job description--TABLED**
- VIII. Other business—none at this time**
- IX. Next meeting date(s)--TBD**

The meeting was adjourned at 9:15 PM

Respectfully submitted,

Nancy Brault  
Interim Director of Health-Designee