



Central Office: 505 Silas Deane Highway, Wethersfield, CT 06109 Phone (860) 721-2822 Fax (860) 721-2823

Berlin: 240 Kensington Road, Berlin, CT 06037 Phone (860) 828-7017 Fax (860) 828-9248

Newington: 131 Cedar Street, Newington, CT 06111 Phone (860) 665-8586 Fax (860) 665-8533

Rocky Hill: 761 Old Main Street, Rocky Hill, CT 06067 Phone (860) 258-2770 Fax (860) 258-2767

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(Approved)
2/19/14

BOARD OF HEALTH Human Resources Committee Meeting

**Lucy Robbins Welles Library, Lienhard Room
95 Cedar Street, Newington CT**

January 23, 2014

MINUTES

I. CALL TO ORDER AND ATTENDANCE

Meeting called to order at 5:09 P.M. Attending: Ray Jarema (Chairperson), Judy Sartucci, Kristine Nasinnyk, Dianne Doot, Paul Hutcheon – Director of Health 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 21, 2014

II. PUBLIC FORUM – no one was present

III. REVIEW AND REORDER AGENDA

A MOTION was made by Kristine Nasinnyk, seconded by Dianne Doot, to reorder the agenda by adding as Executive Session; reorder items V to VII, VII to V. MOTION CARRIED UNANIMOUSLY.

Margaret Hanbury arrives at 5:13 P.M.

IV. Approval of minutes and working notes of the January 9, 2014.

A MOTION was made by Judy Sartucci, seconded by Kristine Nasinnyk to accept the minutes and working notes of January 9, 2014 as amended by the Committee. MOTION CARRIED UNANIMOUSLY.

V. Interim Chief Sanitarian or Senior or Lead Sanitarian job description.

Nancy Brault reviewed the memo dated January 2, 2014 and plans for covering the work she will be unable to perform as the Interim Director of Health.

Committee suggested creating a new job description and made several suggested edits. Nancy Brault to prepare new job description.

A MOTION was made by Kristine Nasinnyk, seconded by Dianne Doot, to endorse the appointment of an interim Supervisor of Environmental Health Services. MOTION CARRIED UNANIMOUSLY.

VI. Revised Comm. Health Coordinator/Accreditation Coordinator job description –

Committee suggested edits to the proposed job description. Remove percentages of time associated with functions.

Carolyn Wysocki arrives 5:45 P.M.

A MOTION was made by Kristine Nasinnyk, seconded by Dianne Doot, to approve new job description for Community Health Coordinator as amended. MOTION CARRIED UNANIMOUSLY.

VII. Revised Director of Health job description

VIII. Executive Session

A MOTION was made by Kristine Nasinnyk, seconded by Dianne Doot to go into Executive Session at 5:54 P.M. for the purpose of discussing the revised DOH job description. MOTION CARRIED UNANIMOUSLY.

In Executive Session: Judy Sartucci, Dianne Doot, Ray Jarema, and Kristine Nasinnyk. Invited into Executive Session were Margaret Hanbury and Carolyn Wysocki.

Paul Hutcheon and Nancy Brault recused from meeting at 5:58 P.M.

Out of Executive Session at 6:14 PM

IX. Other business - none at this time

X. Next meeting date(s) -TBD

The meeting was ended at 6:15 PM

Respectfully submitted,

Paul Hutcheon
Director of Health