



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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**CENTRAL CONNECTICUT HEALTH DISTRICT
HUMAN RESOURCE COMMITTEE MEETING
WETHERSFIELD COMMUNITY CENTER, ROOM S-2
March 16, 2010**

Working Notes (Approved)

I. Call to order and attendance

Meeting called to order at 5:00 p.m. Attending: Dianne Doot (Chair), Kevin Borrup and Ray Jarema.

Excused: Paul Hutcheon, Director of Health

II. Approval of working notes (February 5, 2010)

No action taken.

III. DOH Performance Evaluation Form and Process

The primary focus was to begin the process of Paul's annual review. The Human Resource Committee plans on distributing the same form to Board members as was used last year. That form is based on Council on Linkages between Academia and Public Health Practice Tier 2 Core Competencies for managerial level public health professionals. The Tier 3 Directorial Level Core Competencies are still in draft form and the Committee plans to revise the Evaluation Form in the future when that document is finalized.

The process will be a little different this year. The Committee plans to meet in April to write a first draft of Paul's 2009/2010 evaluation. That first draft will be in the Board's packet for the May Board meeting. The completed evaluation form along with comments and responses to the draft can be brought to the May meeting. The Human Resources Committee will then present a revised version of the form at the June Board meeting.

The Committee is also developing a new Director of Health Performance Appraisal form for the staff to use.

IV. Employee Salary Ranges

The Committee is reviewing staff salary ranges and will be presenting recommendations for changes.

V. Review of Personnel Policies

Copies of our personnel policies and policy letters were passed out and the Committee will be reviewing those. Some work was done on the Staff Code of Ethics to bring it in line with the new Staff Conflict of Interest Policy that we passed as a Board in June, 2009, and Dianne will be emailing a draft to Governance Committee members.

VI. Other Business

None.

VII. Next Meeting Dates

The next meeting is scheduled for April 6, 2010 at 5:00 p.m.

Meeting adjourned at 6:00 p.m.

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