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**CENTRAL CONNECTICUT HEALTH DISTRICT  
HUMAN RESOURCE COMMITTEE MEETING  
WETHERSFIELD COMMUNITY CENTER, ROOM S-2  
April 13, 2010**

**Working Notes (Approved)**

**I. Call to order and attendance**

Meeting called to order at 5:04 p.m. Attending: Dianne Doot (Chair), Kevin Borrup, Ray Jarema and Paul Hutcheon, Director of Health.

Excused:

**II. Approval of working notes (March 16, 2010)**

**A MOTION was made by Kevin Borrup to approve the minutes and working notes of March 16, 2010. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.**

**III. DOH Performance Evaluation Form and Process**

This was discussed later in the meeting.

**IV. DOH Employment Agreement**

The Director of Health Employment Agreement was reviewed, no action taken.

**V. Employee Salary Ranges**

**A MOTION was made by Kevin Borrup to recommend to the Board adoption of the salary ranges as presented. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.**

**III. DOH Performance Evaluation Form and Process**

Dianne presented a revised form for staff to use to evaluate the Director of Health. After a brief discussion Dianne said she would prepare another revised version. The revised Director of Health Evaluation form will be included in May's Board meeting packet.

**A MOTION was made by Kevin Borrup to go into Executive Session at 5:42 p.m. for the purpose of discussing the performance of the Director of Health. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY. (The following Committee members went into Executive Session, Borrup, Jarema, and Doot)**

**A MOTION was made by Kevin Borrup to come out of Executive Session. Seconded by Dianne Doot.**

**MOTION CARRIED UNANIMOUSLY.**

**VI. Review of Personnel Policies**

No action taken.

**VII. Other Business**

No discussion.

**VIII. Next meeting dates**

No discussion.

Meeting adjourned at 6:30 p.m.

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