



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

www.ccthd.org

**CENTRAL CONNECTICUT HEALTH DISTRICT
HUMAN RESOURCE COMMITTEE MEETING
WETHERSFIELD COMMUNITY CENTER, FIRESIDE ROOM
May 4, 2010**

Working Notes (Approved)

I. Call to order and attendance

Meeting called to order at 12:07 p.m. Attending: Dianne Doot (Chair), Kevin Borrup and Paul Hutcheon, Director of Health

Excused: Ray Jarema

II. Approval of working notes (April 13, 2010)

A MOTION was made by Dianne Doot to approve the working notes of April 13, 2010. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY.

III. DOH Performance Evaluation

The Committee reviewed the draft of the Director of Health Performance review as prepared by Dianne. The Committee requested that the May Board Packet include a blank DOH Performance Review form and the draft DOH Performance Review as prepared by the Human Resources Committee. They also requested that the Staff DOH Performance Review Form be distributed to staff with a return postage paid envelope. Dianne will e-mail the final version to the Human Resource Committee.

IV. Personnel Issue (Executive Session)

A MOTION was made by Kevin Borrup to go into Executive Session to discuss a personnel matter and recent arrest of an employee. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.

A MOTION was made by Dianne Doot to go out of Executive Session. Seconded by Kevin Borrup. MOTION CARRIED UNANIMOUSLY.

V. Other Business

No discussion.

VI. Next meeting dates

No discussion.

**Human Resources Committee
Meeting of May 4, 2010**

Meeting adjourned at 1:09 p.m.

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