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(Approved)

CENTRAL CONNECTICUT HEALTH DISTRICT

PERFORMANCE EVALUATION COMMITTEE

Rocky Hill Town Hall- Second Floor Conference Room

July 25, 2013 – 6:00 PM

Minutes

A. Call to order and attendance

Meeting called to order at 6:02 PM. Attending: Judy Sartucci (Chair), Margaret Hanbury, Paul Hutcheon (Secretary-Treasurer), Ray Jarema (via telephone conference call). Excused: Carolyn Wysocki.

B. Public Forum.

None Present.

C. Review and reorder of the agenda

No Change

D. Approval of Record of Votes

A MOTION to approve the minutes of February 28, 2013 was made by Margaret Hanbury, seconded by Ray Jarema. MOTION CARRIED unanimously.

E. Executive Session for the purpose of beginning the annual performance evaluation of the Director of Health

Paul agreed to conduct the meeting in public session. Judy noted committee needs to agree on materials to be sent to the Board and staff. Committee agreed to complete their work to present a report at the Sept 20, 2013 Board meeting.

Committee reviewed existing DOH Performance Review form. Judy noted need for additional comment selection e.g. “not enough info,” and “unable to evaluate.” Discussion to change rating scheduled to simpler format-“Strongly agree”, “Agree,” etc.

Committee agreed to the following options:

1=poor, 2=fair, 3=good, 4=very good, 5=excellent.

Employee evaluation would be based upon frequency. Committee agreed on several edits. Remove rating “does not apply” and replace with “neither agree nor disagree”. Opening statement “In your interactions/experience with the DOH, he:”

Staff reviews to be returned to main office and then mailed to Judy. Return date 8/15/13.

F. Next steps and next meeting

Committee noted Paul needs to submit year end report on completion of goals and synopsis of performance enhancements. Paul will also revise and complete the Performance Evaluation form with copies sent to the Board.

Consider next meeting week of 8/26, 27, 28 at 5:30 PM

G. Adjournment

A MOTION to adjourn was made by Margaret, seconded by Ray. MOTION CARRIED unanimously. Meeting adjourned at 7:00 PM.

Respectfully submitted,

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