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**CENTRAL CONNECTICUT HEALTH DISTRICT
HUMAN RESOURCES COMMITTEE
Wethersfield Community Center, Room S-3**

July 26, 2011

Working Notes (approved)

I. Call to order and attendance

Meeting called to order at 5:07 p.m. Attending: Ray Jarema (Chair), Kevin Borrup, Dianne Doot, Judy Sartucci, and Paul Hutcheon. Quorum.

Excused: None

Quorum

II. Public Forum

None present.

III. Review and Reorder Agenda.

No action taken.

IV. Approval of Minutes and Working Notes for May 24, 2011.

A MOTION was made by Dianne and seconded by Ray to approve the minutes and working notes of the May 24, 2011 meeting. 3 approved (Dianne, Ray & Judy) 1 abstained (Kevin Borrup). Motion carried.

V. DOH Performance review and goal setting

A MOTION was made by Judy, seconded by Dianne to go into executive session at 5:15 p.m. to discuss DOH Performance Review and Newington Office Coverage. Motion carried unanimously. Executive session ended 6:14p.m.

VI. Personnel Issue (Executive Session)

A MOTION was made by Kevin, seconded by Judy to forward DOH Performance Evaluation and Executive Summary to the Board. Motion carried unanimously.

A MOTION was made by Kevin, seconded by Dianne to recommend to the Board an Executive Session to discuss coverage for the Newington Office. Motion carried unanimously.

VII. Policy on Appointment of Acting DOH

No action taken.

VIII. Planning for review of Health Educator position prior to end of probationary period

Committee agreed that the Health Educator position should be reviewed six months following appointment. The DOH advised the committee that he intended to make an appointment August 1, 2011.

IX. PHAB Accreditation-standards for human resources and workforce development

No action taken.

X. Strategic Plan-human resources

No action taken.

XI. Other Business

No action taken.

XII. Next Meeting Date

Considering September 12, 13, or 14, 2011 (before the September 15, 2011 Board Meeting).

A MOTION was made by Dianne to adjourn. Seconded by Kevin. Motion carried unanimously.

Meeting adjourned at 6:30 p.m.

Respectfully submitted,

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