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**CENTRAL CONNECTICUT HEALTH DISTRICT
HUMAN RESOURCE COMMITTEE MEETING
Newington Town Hall, Conference Room 1
August 30, 2010**

Working Notes (approved)

I. Call to order and attendance

Meeting called to order at 5:32 p.m. Attending: Dianne Doot (Chair), Ray Jarema, Kevin Borrup and Paul Hutcheon, Director of Health

Excused:

II. Approval of working notes (August 19, 2010)

A MOTION was made by Kevin Borrup to approve the minutes and working notes of August 19, 2010. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.

III. DOH Employment Agreement

The Committee decided that additional review of the DOH Employment Agreement was needed.

IV. DOH Salary Adjustment

A MOTION was made by Kevin Borrup to go into Executive Session at 5:46 p.m. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY. (Present: Borrup, Doot, Jarema)

The Committee came out of Executive Session at 5:55 p.m. and resumed the regular meeting. Paul Hutcheon came back into the room.

By consensus the committee agreed to a 3% Salary increase and a 1% bonus for the Director of Health's FY09/10 H1N1 efforts.

V. Sanitarian position/reorganization

The Director reported on plans to reorganize the Sanitarian work and cross train staff, including the part-time sanitarian position.

VI. Outside employment

The Committee recommended that the Director remind staff of the policy regarding disclosure of outside work.

VII. Other business

a. Personal liability insurance for volunteer nurses

The Committee discussed personal liability insurance coverage for volunteer nurses. They agreed by consensus that the current practice was acceptable.

VIII. Next meeting date(s)

No discussion.

A MOTION was made by Kevin Borrup to adjourn. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.

Meeting adjourned at 6:35 p.m.

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