



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

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## **CENTRAL CONNECTICUT HEALTH DISTRICT**

### **Human Resources Committee Meeting**

Wethersfield Community Center, Room S-3

Wednesday, September 5, 2012

#### **Working Notes (approved)**

#### **I. CALL TO ORDER AND ATTENDANCE**

Meeting called to order at 5:11 p.m. Attending: Ray Jarema, Chair, Judy Sartucci, Dianne Doot, Kristine Nasinnyk, and Paul Hutcheon.

Excused: none

Quorum present.

#### **II. PUBLIC FORUM**

None present.

#### **III. REVIEW AND REORDER AGENDA**

**A MOTION was made by Dianne, seconded by Kristine to add 3 items to the agenda:**

- a. Look at DOH job description and evaluation form**
- b. Need for clause for hiring veterans**
- c. Board Secretary position**

**MOTION CARRIED unanimously.**

#### **IV. APPROVAL OF MINUTES AND WORKING NOTES (August 21, 2012)**

**A MOTION was made by Judy, seconded by Dianne, to approve the minutes and working notes of August 21, 2012. MOTION CARRIED unanimously.**

#### **V. Executive Session to discuss DOH performance review**

**A MOTION was made by Judy, seconded by Kristine, to go into Executive Session to discuss the DOH performance review 5:25 p.m. MOTION CARRIED unanimously.**

Out of executive session 6:14 p.m.

**VI. OTHER BUSINESS**

- a. DOH job description – Committee discussed the need to incorporate items from performance review form. Committee agreed to work on this at an upcoming meeting.
- b. Hiring clause for veterans – Committee agreed to look at this issue at an upcoming meeting.
- c. Board Secretary Position – Committee discussed making the position contractual and the need to ensure a qualified person is hired. Need to confirm ability to contract the position.

**VII. NEXT MEETING DATE**

Thursday, September 20, 2012 at 5:30 pm.

**A MOTION was made by Dianne seconded by Judy, to adjourn. MOTION CARRIED unanimously.**

The meeting was adjourned at 6:47 p.m.

Respectfully submitted,

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