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(Approved)

## PERFORMANCE EVALUATION COMMITTEE

September 12, 2013

### Minutes

#### A. Call to order and attendance

The meeting was called to order at 5:40 PM in the second floor conference room at the Rocky Hill Town Hall.

Attending: Judy Sartucci (Committee Chair), Margaret Hanbury, Ray Jarema and Carolyn Wysocki.

#### B. Public Forum. No one present from the public.

#### C. Review and reorder of the agenda. No changes made.

#### D. Approval of Record of Votes

**A MOTION to approve the working notes and minutes of July 25, 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 Hutcheon had sent to committee his self-evaluation, update on his goals for FY2012-13, and an update on the performance enhancement requested by the Board.

Employee Feedback tool was sent to all staff. 7 out of 10 were returned to Judy in the mail.

Performance Evaluation forms were sent to Board members. 8 of 9 were returned to Judy in the mail.

Margaret provided spreadsheets of the results of the staff feedback and board ratings for committee consideration. Judy thanked Margaret for pulling these together for the Committee.

**A MOTION was made by Margaret, seconded by Ray to go into Executive Session at 5:50 PM to discuss the DOH performance review. MOTION CARRIED unanimously.**

**Present in Executive Session: Hanbury, Jarema, Sartucci, and Wysocki**

Out of Executive Session at 8:05 PM.

#### F. Next steps and next meeting

The Committee recommended a discussion with the Board at its next meeting on Sept. 19 before proceeding further.

#### G. Adjournment

**A MOTION to adjourn was made by Margaret, seconded by Carolyn. MOTION CARRIED unanimously. Meeting adjourned at 8:15 PM.**

Respectfully submitted,

Judith Sartucci, Recorder pro tem