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

September 14, 2011

**Working Notes (approved)**

**I. Call to order and attendance**

Meeting called to order at 6:02 p.m. Attending: Ray Jarema (Chair), Kevin Borrup, Dianne Doot, Carolyn Wysocki, and Paul Hutcheon. Judy Sartucci (arrives 6:04 p.m.).

Excused: None

Quorum

**II. Public Forum**

None present.

Judy Sartucci arrives 6:04 p.m.

**III. Review and Reorder Agenda.**

**A MOTION was made by Carolyn, seconded by Kevin to add an executive session to discuss DOH Performance Appraisal, Salary Adjustment and Goal Setting. Motion carried unanimously.**

**IV. Approval of Minutes and Working Notes for July 26, 2011.**

**A MOTION was made by Judy and seconded by Kevin to approve the minutes and working notes of the July 26, 2011 meeting as presented. Motion carried unanimously.**

**V. DOH Salary Adjustment July 1, 2011**

**A MOTION was made by Dianne, seconded by Judy to go into executive session at 6:10 p.m. for the purpose of discussing DOH Performance Appraisal, Salary Adjustment and Goal Setting. Motion carried unanimously.**

Executive session ended 6:34 p.m.

**A MOTION was made by Kevin, seconded by Dianne to recommend to the Board a 2% increase for the DOH retroactive to July 1, 2011. Motion carried unanimously.**

**VI. DOH Goal Setting FY 11/12**

Committee reviewed a hand out from Judy regarding DOH goals. Ideas for goals were discussed. Committee suggested eliminating action steps. Committee also suggested removing DOH goal 2. Committee agreed to discuss further at the next meeting.

Kevin leaves at 7:32 p.m.

**VII. Salary Survey recommendations**

No action taken.

**VIII. Process for review of proposed job descriptions/changes**

No action taken.

**IX. Proposal for creation of a lead Sanitarian position – Newington office**

No action taken.

**X. Planning for review of existing PT Health Educator position at end of 6 month probation (February 1, 2012) and determining need to change to FT status.**

No action taken.

**XI. Other Business**

No action taken.

**XII. Next Meeting Date**

No action taken.

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

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

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