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

September 28, 2011

Working Notes (approved)

I. Call to order and attendance

Meeting called to order at 5:04 p.m. Attending: Ray Jarema (Chair), Dianne Doot, Paul Hutcheon, Judy Sartucci (arrives 5:17 p.m.).

Excused: None

Guests: Carolyn Wysocki, Board member (arrives 5:10 p.m.)

Quorum

II. Public Forum

None present.

III. Review and Reorder Agenda.

Add agenda item under X. a. Filling Registered Sanitarian vacancy November/December 2011.

A MOTION was made by Ray, seconded by Dianne to approve the agenda as amended. Motion carried unanimously.

Carolyn arrives 5:10 p.m.

IV. Approval of Minutes and Working Notes for September 14, 2011.

A MOTION was made by Dianne and seconded by Ray to approve the minutes and working notes of the September 14, 2011 meeting as presented. Motion carried unanimously.

V. DOH Goal Setting FY 11/12

Judy arrives 5:17 p.m.

Committee reviewed handout from Paul regarding revised 3 goals.

A MOTION was made by Dianne, seconded by Judy to approve the revised 3 goals as drafted at the meeting. Motion carried unanimously.

VI. Salary Survey recommendations

A MOTION was made by Judy, seconded by Dianne to accept the findings from the March 2011 Salary Survey. Motion carried unanimously.

A MOTION was made by Dianne, seconded by Judy to recommend to the board consideration of salary increases in the FY 12/13 Budget based upon the March 2011 Salary Survey findings. Motion carried unanimously.

VII. Process for review of proposed job descriptions/changes

No action taken.

VIII. Proposal for creation of a lead Sanitarian position - Newington office

No action taken.

IX. Planning for review of existing PT Health Educator position at end of 6 month probationary period (February 1, 2011) and determining need to change to FT status

Committee discussed need for expanding the hours of the Part-time Health Educator. Committee agreed it is Paul's decision to determine if the position needs to be Full-time. Committee requested that Paul report on the need for expanding the hours of the Health Educator at the February 2012 Board Meeting.

X. Other Business

- a. Filling Registered Sanitarian vacancy November/December 2011

Committee agreed that the soon to be vacant Full-time Registered Sanitarian position will need to be filled. Paul to check the Board's working notes to see if the Board had already decided to do this. The Committee agreed that if there was no confirmation in the working notes it would recommend to the Board at the October 13, 2011 meeting that the Full-time Registered Sanitarian position be filled.

XI. Next Meeting Date(s)

No action taken.

A MOTION was made by Dianne to adjourn, seconded by Judy. Motion carried unanimously.

Meeting adjourned at 7:00 p.m.

Respectfully submitted,

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