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(Approved minutes)

CENTRAL CONNECTICUT HEALTH DISTRICT

HUMAN RESOURCES COMMITTEE MEETING

WETHERSFIELD TOWN HALL

October 8, 2008

I. Call to order and attendance

Meeting called to order at 5:30 p.m. Attending: Dianne Doot (Chairperson), Nancy Klatt, Arthur Yoaps and Paul Hutcheon.

Excused: Amanda Hutwitz

II. Approval of minutes (June 12, 2008)

A MOTION was made by Nancy Klatt to approve the minutes of June 12, 2008 as presented. Seconded by Arthur Yoaps. All were in favor, MOTION CARRIED.

III. Draft overtime compensation policy

The Committee reviewed the proposed overtime compensation policy as stated in the memo prepared by Paul Hutcheon and dated 9/24/08.

A MOTION was made by Arthur Yoaps to recommend to the Board adoption of the proposed overtime policy as stated in the memo dated 9/24/08. Seconded by Dianne Doot. All were in favor, MOTION CARRIED.

IV. Other business

The Committee requested that the Director check the existing Personnel Policies regarding donation of sick time and report back to the Committee. The Committee agreed that the Personnel Policies should be reviewed at least every two years. The Committee agreed to incorporate the proposed changes to the Personnel Policies, Sections 1.1 and 1.2, as submitted by Judith Sartucci concerning references to the Bylaws. The Committee reviewed the goals established for the Director of Health and the suggested changes as submitted by Carolyn Wysocki. The Committee agreed to keep the goals as established.

V. Next meeting date(s)

The Committee agreed to have Dianne Doot and the Director review the Personnel Policies and propose any changes at the next Committee meeting. The Committee agreed to meet once the review was completed. The

Committee agreed to examine the forms used for annual staff reviews.

A MOTION was made by Arthur Yoaps to adjourn. Seconded by Nancy Klatt. All were in favor, MOTION CARRIED.

Meeting adjourned at 6:35 p.m.

Respectfully submitted,

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