



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  
Rocky Hill Town Hall – Second Floor Conference Room**

November 30, 2011 – 5:00 p.m.

**Working Notes (approved)**

**I. Call to order and attendance**

Meeting called to order at 5:09 p.m. Attending: Ray Jarema (Chair), Dianne Doot, Judy Sartucci, and Paul Hutcheon.

Excused: Nancy Bafundo

Quorum

**II. Public Forum**

None present.

**III. Review and Reorder Agenda.**

**A MOTION was made by Dianne, seconded by Judy to add committee agenda issues for the year under ‘IV. Other Business’. Motion carried unanimously.**

**IV. Approval of Minutes and Working Notes for September 28, 2011.**

**A MOTION was made by Judy and seconded by Dianne to approve the minutes and working notes of the September 28, 2011 meeting as presented. Motion carried unanimously.**

**V. Executive Session to discuss a personnel issue**

**A MOTION was made by Judy, seconded by Dianne to go into executive session at 5:12 p.m. to discuss a personnel issue. Motion carried unanimously.**

Executive session ended 5:40 p.m.

By consensus, the Committee agreed to provide the Board with a response relative to the comments submitted by a Board member. By consensus, committee agreed to a mid-year review for the Director of Health. Committee agreed to continue with having the Committee coordinate the annual Director of Health performance review.

**VI. Other Business – Committee Agenda – Accreditation/Strategic Plan**

Committee reviewed handout from Judy regarding strategies/activities for the committee to consider as agenda items for the coming year.

Committee requested an updated letter from Dr. Monticello as medical advisor.

Committee requested a legal opinion as to the need for a letter of agreement for programs such as foot care, prescription drug counseling, and blood glucose testing.

**IX. Next Meeting Date**

December 13, 2011 joint meeting with Finance Committee.

Meeting adjourned at 6:20 p.m.

Respectfully submitted,

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