



## **BOARD OF HEALTH**

### **PERFORMANCE EVALUATION COMMITTEE**

**September 7, 2018 Special Meeting**

#### **Minutes**

**I. CALL TO ORDER AND ATTENDANCE.** Judith Sartucci, Committee Chairman, called the meeting to order at 1:08 PM in the mezzanine conference room of the Wethersfield Town Library, Wethersfield, CT.

**Present:** Judith Sartucci, Patricia Checko and Marti Stiglich

**Excused:** no one **Quorum present.**

**Guest:** Charles Brown

**Notice posted:** August 30, 2018

**II. PUBLIC FORUM:** No one from the public was present.

**III. APPROVAL OF MINUTES**

**A MOTION** was made by Stiglich, seconded by Checko, to approve the minutes of the August 28, 2018 special Committee meeting with the addition of mention of the passing of Committee member, Carolyn Wysocki, at the start of the meeting.

**MOTION CARRIED UNANIMOUSLY.**

**IV. EXECUTIVE SESSION**

Brown waived his right under Conn. Gen. Stat. Sec. 1-200(6)(A) to a public session.

**A MOTION** was made by Checko, seconded by Stiglich, to go into executive session pursuant to Conn. Gen. Stat. Sec. 1-200(6)(A) for discussion of the performance of the director of health and to invite Brown into session. **MOTION CARRIED UNANIMOUSLY.**

In executive session at 1:10 PM: Sartucci, Checko, Stiglich and Brown.  
Committee came out of executive session at 2:53 PM.

**V. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION AND NEXT STEPS.**

Committee determined that Brown had satisfactorily completed his third year as Director of Health.

**MOTION** by Checko, seconded by Stiglich, to move forward to the Board for approval a highly favorable performance evaluation and a recommendation for suitable

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compensation for 2018. Sartucci will draft Committee's assessment and circulate for comment by Committee and Brown before moving forward to the Board for action at its September 20, 2018 Board meeting. **MOTION CARRIED UNANIMOUSLY.**

**MOTION** by Stiglich, seconded by Checko, to recommend to the Board adoption of 2018-2019 performance criteria (priorities and objectives) for the Director of Health. Sartucci will circulate draft to Committee and to Brown for comment before sending to Board for action at its September 20, 2018 meeting. **MOTION CARRIED UNANIMOUSLY.**

Committee highly commended Brown for his work on behalf of the Health District over the past year.

Sartucci thanked the Committee members for their time and input.

**VI. NEXT MEETING** – Mid-year review to be scheduled in March or April 2019.

**VII. ADJOURNMENT**

**A MOTION** was made by Stiglich, seconded by Checko to adjourn.  
**MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 3:04 PM.

Respectfully submitted,

Judith A. Sartucci  
Recorder pro tem

**REVIEWED AND APPROVED BY THE COMMITTEE:** \_\_\_\_\_