



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  
www.ccthd.org

## **BOARD OF HEALTH**

# **PERFORMANCE EVALUATION COMMITTEE**

**November 6, 2014 Meeting**

### **Minutes**

- I. CALL TO ORDER, ATTENDANCE AND WELCOME.** Margaret Hanbury served as acting chairman and called the meeting to order at 5:51PM in the second floor conference room of the Rocky Hill Town Hall.  
**Present:** Margaret Hanbury, Kristine Nasinnyk and Marti Stiglich  
**Excused:** Judy Sartucci, Committee Chair  
**Quorum present.**  
**Guest:** Charles Brown, new Director of Health  
**Notice posted:** November 3, 2014

Hanbury welcomed new Committee member, Marti Stiglich and new Director of Health, Charles Brown.

- II. PUBLIC FORUM:** No one from the public was present.
- III. REVIEW AND REORDER AGENDA**  
A **MOTION** was made by Nasinnyk, seconded by Stiglich, to adopt the agenda as amended.  
**MOTION CARRIED UNANIMOUSLY.**
- IV. APPROVAL OF MINUTES**  
A **MOTION** was made by Nasinnyk, seconded by Hanbury to approved the minutes of the June 25, 2014 Committee meeting as submitted. In favor: Nasinnyk and Hanbury. Opposed: no one. Abstention: Stiglich **MOTION CARRIED.**
- V. CHARGE TO THE COMMITTEE**  
With the appointment of a new director of health the Board asked the Committee to use this opportunity to review and revise the evaluation process and tools that the Board and this Committee uses for evaluating the director of health and to move with input from Charles Brown toward one that is both performance and outcome-based. Per Brown's contract with the Board reviews of his performance are due at 6 months (March 2015) and at 12 months (September 2015).

**PERFORMANCE EVALUATION COMMITTEE**

**November 6, 2014**

**Page 2**

**VI. EXECUTIVE SESSION**

A MOTION was made by Stiglich, seconded by Nasinnyk, to go into executive session pursuant to Conn. Gen. Stat. Sec. 1-200(6)(A) for the purpose of a discussion of the current performance evaluation process of the director of health and possible changes.

In Executive Session at 5:55 PM: Hanbury, Nasinnyk, Stiglich and Brown.

Out of Executive Session at 6:54 PM.

**VII. ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION.** No action.

**VIII. NEXT MEETING**

The next meeting of the Performance Evaluation Committee will be set after discussion with J. Sartucci, and review of the November 6, 2014 meeting discussion with the Board at its next meeting.

**IX. ADJOURNMENT**

A MOTION was made by Stiglich, seconded by Nasinnyk, to adjourn.

**MOTION CARRIED UNANIMOUSLY.** Meeting adjourned at 6:54 PM.

Respectfully submitted,

Margaret M. Hanbury  
Recorder pro tem

**REVIEWED AND APPROVED BY COMMITTEE: March 30, 2015**