



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

**CENTRAL CONNECTICUT HEALTH DISTRICT
HUMAN RESOURCE COMMITTEE MEETING
WETHERSFIELD COMMUNITY CENTER, ROOM S-2
April 13, 2010**

Working Notes (Approved)

I. Call to order and attendance

Meeting called to order at 5:04 p.m. Attending: Dianne Doot (Chair), Kevin Borrup, Ray Jarema and Paul Hutcheon, Director of Health.

Excused:

II. Approval of working notes (March 16, 2010)

A MOTION was made by Kevin Borrup to approve the minutes and working notes of March 16, 2010. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.

III. DOH Performance Evaluation Form and Process

This was discussed later in the meeting.

IV. DOH Employment Agreement

The Director of Health Employment Agreement was reviewed, no action taken.

V. Employee Salary Ranges

A MOTION was made by Kevin Borrup to recommend to the Board adoption of the salary ranges as presented. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.

III. DOH Performance Evaluation Form and Process

Dianne presented a revised form for staff to use to evaluate the Director of Health. After a brief discussion Dianne said she would prepare another revised version. The revised Director of Health Evaluation form will be included in May's Board meeting packet.

A MOTION was made by Kevin Borrup to go into Executive Session at 5:42 p.m. for the purpose of discussing the performance of the Director of Health. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY. (The following Committee members went into Executive Session, Borrup, Jarema, and Doot)

A MOTION was made by Kevin Borrup to come out of Executive Session. Seconded by Dianne Doot.

MOTION CARRIED UNANIMOUSLY.

VI. Review of Personnel Policies

No action taken.

VII. Other Business

No discussion.

VIII. Next meeting dates

No discussion.

Meeting adjourned at 6:30 p.m.

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