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**CENTRAL CONNECTICUT HEALTH DISTRICT
HUMAN RESOURCES COMMITTEE MEETING
Wethersfield Community Center, Room S-2**

April 26, 2011

Working Notes (approved)

I. Call to order and attendance

Meeting called to order at 5:02 p.m. Attending: Ray Jarema (Chair), Dianne Doot, Judy Sartucci, Kevin Borrup, and Paul Hutcheon. Quorum.

Excused: none

II. Public Forum

None present.

III. Review and Reorder Agenda.

Add under Item IX – Salary Survey Findings.

A MOTION was made by Dianne seconded by Kevin to add Salary Survey Findings under item IX. Motion carried unanimously.

IV. Approval of Minutes and Working Notes for March 15, 2011.

A MOTION was made by Judy and seconded by Dianne to approve the minutes and working notes of the March 15, 2011 meeting. Three approved, one abstained (Kevin). Motion carried.

V. Performance Evaluation Process –Director of Health

The Committee agreed to use the same process and form as last year. The Board will request staff review of Director of Health. Committee agreed to complete annual review process for the July Board meeting and a mid-year review for the January 2012 Board meeting. Director to distribute electronically the review forms for Board members to complete for May meeting.

VI. Policy on Appointment of Acting DOH

Kevin agreed to prepare policy.

VII. Update on Accreditation activities

Committee agreed to discuss at next meeting, in particular Domain 8.

VIII. Update on Strategic Planning activities

Committee reviewed handouts from Judy on strategic planning relative to goal V and a workforce and human resources objective. A handout of the 5 strategic plan goals was also distributed.

IX. Other Business

- a. Salary Survey Findings – Committee discussed 3 handouts from the Director regarding the findings of the salary survey. The Director agreed to prepare a proposal for the Committee to review.

X. Next Meeting Date

Committee agreed to consider May 24, 2011.

A MOTION was made by Kevin to adjourn. Seconded by Dianne. Motion carried unanimously.

Meeting adjourned at 6: 04 p.m.

Respectfully submitted,

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