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**CENTRAL CONNECTICUT HEALTH DISTRICT  
HUMAN RESOURCES COMMITTEE  
Wethersfield Community Center, Room S-3**

July 26, 2011

**Working Notes (approved)**

**I. Call to order and attendance**

Meeting called to order at 5:07 p.m. Attending: Ray Jarema (Chair), Kevin Borrup, Dianne Doot, Judy Sartucci, and Paul Hutcheon. Quorum.

Excused: None

Quorum

**II. Public Forum**

None present.

**III. Review and Reorder Agenda.**

No action taken.

**IV. Approval of Minutes and Working Notes for May 24, 2011.**

**A MOTION was made by Dianne and seconded by Ray to approve the minutes and working notes of the May 24, 2011 meeting. 3 approved (Dianne, Ray & Judy) 1 abstained (Kevin Borrup). Motion carried.**

**V. DOH Performance review and goal setting**

**A MOTION was made by Judy, seconded by Dianne to go into executive session at 5:15 p.m. to discuss DOH Performance Review and Newington Office Coverage. Motion carried unanimously. Executive session ended 6:14p.m.**

**VI. Personnel Issue (Executive Session)**

**A MOTION was made by Kevin, seconded by Judy to forward DOH Performance Evaluation and Executive Summary to the Board. Motion carried unanimously.**

**A MOTION was made by Kevin, seconded by Dianne to recommend to the Board an Executive Session to discuss coverage for the Newington Office. Motion carried unanimously.**

**VII. Policy on Appointment of Acting DOH**

No action taken.

**VIII. Planning for review of Health Educator position prior to end of probationary period**

Committee agreed that the Health Educator position should be reviewed six months following appointment. The DOH advised the committee that he intended to make an appointment August 1, 2011.

**IX. PHAB Accreditation-standards for human resources and workforce development**

No action taken.

**X. Strategic Plan-human resources**

No action taken.

**XI. Other Business**

No action taken.

**XII. Next Meeting Date**

Considering September 12, 13, or 14, 2011 (before the September 15, 2011 Board Meeting).

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

Meeting adjourned at 6:30 p.m.

Respectfully submitted,

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