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**CENTRAL CONNECTICUT HEALTH DISTRICT  
HUMAN RESOURCE COMMITTEE MEETING  
BERLIN COMMUNITY CENTER, ROOM 4  
August 19, 2010**

**Working Notes (Approved)**

**I. Call to order and attendance**

Meeting called to order at 5:33 p.m. Attending: Dianne Doot (Chair), Ray Jarema, Carolyn Wysocki and Paul Hutcheon, Director of Health

Excused: Kevin Borrup

**II. Approval of working notes (June 8, 2010)**

**A MOTION was made by Dianne Doot to approve the working notes of June 8, 2010. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.**

**III. DOH Employment Agreement**

The Committee reviewed the DOH Employment Agreement and recommended resigning it.

**IV. DOH Salary Adjustment**

**A MOTION was made by Dianne Doot to go into Executive Session to discuss a personnel issue. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.**

The Committee went into Executive Session at 6:01 p.m. Present: Dianne Doot (Chair), Ray Jarema, Carolyn Wysocki. Paul Hutcheon left the room.

The Committee came out of Executive Session at 6:14 p.m. and resumed the regular meeting.

The Committee agreed to set another meeting to discuss this matter further.

**V. Other Business**

**a. Succession Planning**

Carolyn attended a NALBOH conference session regarding succession planning. She will e-mail the slide presentation she received to Committee members.

**b. Insurance for volunteer nurses**

CIRMA provides insurance coverage for volunteers, including volunteer nurses. CIRMA recommended that

the District continue to provide the additional private personal liability insurance policies provided by others. The Committee recommended by consensus continuing to offer the personal liability coverage.

**c. Update personnel issue (Executive Session)**

**A MOTION was made by Dianne Doot to go into executive session to discuss the status of a personnel issue. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.**

The Committee went into Executive Session at 5:45 p.m. Present: Dianne Doot (Chair), Ray Jarema, Carolyn Wysocki and Paul Hutcheon, Director of Health

The Committee came out of Executive Session at 5:57 p.m.

**VI. Next Meeting Dates**

No discussion.

**A MOTION was made by Ray Jarema to adjourn. Seconded by Dianne Doot. MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 6:20 p.m.

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