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**CENTRAL CONNECTICUT HEALTH DISTRICT  
HUMAN RESOURCE COMMITTEE MEETING  
Newington Town Hall, Conference Room 1  
August 30, 2010**

**Working Notes (approved)**

**I. Call to order and attendance**

Meeting called to order at 5:32 p.m. Attending: Dianne Doot (Chair), Ray Jarema, Kevin Borrup and Paul Hutcheon, Director of Health

Excused:

**II. Approval of working notes (August 19, 2010)**

**A MOTION was made by Kevin Borrup to approve the minutes and working notes of August 19, 2010. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.**

**III. DOH Employment Agreement**

The Committee decided that additional review of the DOH Employment Agreement was needed.

**IV. DOH Salary Adjustment**

**A MOTION was made by Kevin Borrup to go into Executive Session at 5:46 p.m. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY. (Present: Borrup, Doot, Jarema)**

The Committee came out of Executive Session at 5:55 p.m. and resumed the regular meeting. Paul Hutcheon came back into the room.

By consensus the committee agreed to a 3% Salary increase and a 1% bonus for the Director of Health's FY09/10 H1N1 efforts.

**V. Sanitarian position/reorganization**

The Director reported on plans to reorganize the Sanitarian work and cross train staff, including the part-time sanitarian position.

**VI. Outside employment**

The Committee recommended that the Director remind staff of the policy regarding disclosure of outside work.

**VII. Other business**

**a. Personal liability insurance for volunteer nurses**

The Committee discussed personal liability insurance coverage for volunteer nurses. They agreed by consensus that the current practice was acceptable.

**VIII. Next meeting date(s)**

No discussion.

**A MOTION was made by Kevin Borrup to adjourn. Seconded by Ray Jarema. MOTION CARRIED UNANIMOUSLY.**

Meeting adjourned at 6:35 p.m.

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