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(Unapproved minutes)

## HUMAN RESOURCES COMMITTEE MEETING

### WETHERSFIELD TOWN HALL

June 12, 2008

- I. Call to Order and Attendance- Meeting called to order at 5:35 p.m. Attending: Dianne Doot (Chairperson), Nancy Klatt, Art Yoaps, Amanda Hurwitz and Paul Hutcheon. Excused: Lynn Gavelek.
- II. Job Descriptions- Salon Inspector and Community Health Coordinator. The Committee discussed the qualifications necessary for the Salon Inspector position and agreed that allowing either a cosmetologist or an environmental health graduate to apply was acceptable and offered options. By consensus, the Committee agreed to request Board adoption of the Salon Inspector job description as presented.

The Committee discussed the Community Health Coordinator job description and the need to increase time spent seeking and writing grants. The Committee agreed to amend the job description to show 25% of time seeking and writing grants and 25% of time implementing grants. By consensus, the Committee agreed to request Board adoption of the Community Health Coordinator job description as amended.

Meeting adjourned at 6:45 p.m.

Respectfully submitted,

Paul Hutcheon, Director of Health