

EHHD Personnel Committee
Special Meeting Minutes
February 28, 2013
Audrey Beck Municipal Building
Conference Room B

Chairman Hart called the meeting to Order at 10:02AM.

Members present: M Hart, S Werbner, J Luiz (by conference call)

Staff present: R Miller, M Capriola

J Luiz MOVED, S Werbner seconded the approval of the 1/10/13 meeting minutes as presented. Motion PASSED unanimously.

R Miller presented **Draft EHHD Director of Health Performance Evaluation** document for review and comment. In the development of the tool it was sought that the tool be simple and the performance measures be relevant to board members.

A number of specific revisions to the document were suggested. M Capriola will incorporate them into a revised document for review and approval.

By consensus, the process to administer the tool may include but is not limited to:

- Extending a general solicitation for performance feedback from other board members. (As an option, they can complete the tool, or not)
- The personnel committee members shall complete the tool.
- Director shall provide self-evaluation that includes brief narrative for each of the performance categories.
- The personnel committee shall consolidate the results.
- Personnel committee working with Director shall develop goals and objectives for the upcoming period.
- The full board during executive session shall review results.
- Results shall be reviewed with Director.
- A survey monkey option will be provided to members in completing the tool.
- A 360 like evaluation may be considered every 3 or 4 years.

The above process steps will be detailed further and provided for members review.

FY14 staff wages were discussed. This item is tabled to the next meeting pending more information from the state and local town budget processes.

Respectfully submitted,


Robert Miller

Secretary