

**WEST HARTFORD-BLOOMFIELD HEALTH DISTRICT
UNAPPROVED HRC MEETING MINUTES
THURSDAY, OCTOBER 7, 2021**

I. CALL TO ORDER

Meeting was called to order at 11:00 a.m.

Members Present: Matthew Hart, Scott Aronson and Seth Pitts

WHBHD Staff Present: Aimee Krauss and Sherri Jain

Member Hart updated the members on the regulation of Health District and municipal employees, Municipal Employees Relations Act (MERA), eligibility to join a union and the applicability of the provision of the law to the Health District.

II. APPROVAL OF EMPLOYEE MANUAL

Member Hart commended Director Krauss on the working with the board to retain an attorney to review the manual and provide recommendations.

Director Krauss provided an overview of the proposed employee manual. Director Krauss met with the staff to review the revisions to the manual and gave staff an opportunity to ask questions.

There was a brief discussion between the Members and the Director on the proposed revisions.

Member Hart moved, and Member Pitts seconded, a motion to endorse the proposed revisions to the Employee Handbook for approval by the full board. The motion carried unanimously.

III. DIRECTOR OF HEALTH EVALUATION

Member Hart recommended a system for evaluating performance of Director Krauss and changes in compensation. He proposed developing an annual evaluation tool. The Human Resource Committee will be meeting to review, Director Krauss will email evaluation tool.

IV. ADJOURNMENT OF MEETING

The meeting adjourned at 11:25 a.m