



# Northeast District Department of Health

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**69 South Main Street, Unit 4, Brooklyn, CT 06234**  
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## **Personnel Committee Meeting Minutes 12/11/2018** **3:30 to 5:00 p.m. 69 S Main St, Unit 4, Brooklyn, CT**

1. Attendance: David Griffiths, Heidi Clifford, Lana Salisbury, Don Gladding, Sue Starkey, Missie Nichols. Absent: Arvind Shaw.
2. Heidi Clifford made a motion to amend and accept the Minutes of the October 9, 2018 meeting to show that the meeting adjourned at 5:27. David Griffiths seconded the motion. Motion passed with Lana Salisbury abstaining. Don Gladding was not present for the vote.
3. January 10, 2018 DoH Evaluation: Per the NDDH By-laws, the DoH evaluation takes place in executive session in January. The group discussed the evaluation process that was established by the committee in the spring of 2018. Board did not vote on a DoH evaluation procedure. It was agreed that it would be useful for the Board to get information from the director and have an opportunity to discuss performance before completing the evaluation form. Heidi Jenkins made a motion to have Sue prepare a self-evaluation report describing her work using the DoH Evaluation form and submit the report to the Board with the January Board Packet for discussion at the January Board meeting. The Board will be given evaluation forms and asked to complete them at the January meeting. Motion passed.
4. Workforce development will work on sexual harassment, bullying and ethics issues. Visitor manual, no guns or weapons at NDDH, camera in office.
5. Employee Manual Updates: The group agreed to:
  - Accept sections 4.1 and 4.2. 4.4, 4.6, 4.7, 4.8.
  - Section 4.3 was tabled with a plan to review language about on-call time.
  - Section 4.4a was modified to strike the words “worked” and “in advance” and add the words “or designee”.
  - Accept 4.6 – 4.7.
  - Section 4.8 paragraph 3: change sentence to: You are provided with your supervisor’s phone number; and accept all recommended changes in draft; and delete “your supervisor will request that you” replacing it with “you are required to”.

Accept Article 6.1 and 6.2 exclusive of the 4<sup>th</sup> paragraph in black beginning with NDDH. Move the final two paragraphs to Article 6.1.

Write the sentence about disciplinary practices up to and including termination once at beginning and again in the Disciplinary Policy section. Strike all other occurrences.

Article 6.2 Immigration Law [should be 6.3]: strike first black paragraph, keep red paragraph.

6. Lana made and Don seconded a motion to accept the 2019 Personnel Committee Meeting Schedule. Motion passed.
  
7. Lana made and Don seconded a motion to Adjourn. Motion passed. Meeting adjourned at 5:07.