



# Northeast District Department of Health

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## Personnel Committee Meeting Minutes 3/12/2019

Meeting Commenced at 3:35p.m.

A. Attendance: David Griffiths, Heidi Clifford, Lana Salisbury, Dob Gladding, Sue Starkey

B. Minutes of the February 12, 2019 meeting – Tabled.

C. Employee Manual Updates

The Committee agreed to:

- Replace NDDH sections labeled 8.1 and Policy Statement on Sexual Harassment with EHHD policy and
  - correct spelling of apply in 2<sup>nd</sup> and worker in 3<sup>rd</sup> paragraph
  - Section 3 add HR manager in addition to Director of Health and replace Personnel office with HR manager
  - Add RESOLUTION OF COMPLAINTS: If an employee is not satisfied with the outcome of a harassment complaint, he or she may bring the matter to the attention of the Chairperson of the Board
  - Strike the word Specifically in the last paragraph
- Add Section 8.2 Code of Ethics;
  - Check for State ethics and add a dollar value in the 5<sup>th</sup> paragraph
- Modify and correct numbering of Section 8.3 Standards of Conduct
- Bullet 7 – create new line at fighting and strike the words following “property”
- Change sentence to Smoking in restricted areas on during work hours
- Change sentence to Creating or contributing to nuisance conditions including tobacco smoke in office or vehicles
- Add “use timeclock” to the last bullet

The Committee began the section labeled 8.4 Performance Appraisals. The consensus was that the Director’s evaluation process needs to be reviewed including the evaluation period, evaluation questionnaire and the method/persons who conduct the review.

The Committee also discussed workforce education programs including harassment/sexual harassment, bullying, safety. A list of employee education programs is being developed as part of the workforce development plan. Discussed possible policies for the building in general such as no tobacco, guns or weapons and possibly putting in security cameras.

D. Other Business – none

E. Next meeting April 8.

F. Meeting Adjourned at 5p.m.