



Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234
860-774-7350 / Fax 860-774-1308 www.nddh.org

Personnel Committee Meeting Minutes 12/10/2019 3:30 p.m. 69 S Main St, Unit 4, Brooklyn, CT

- A. Meeting was called to order at 3:37 PM. D. Gladding nominated L. Salisbury to be the Personnel Committee Chair, L. Salisbury seconded, all in favor, motion passed.
- B. Attendance: Lana Salisbury, Donald Gladding, Sue Starkey (DoH), Melissa Nichols, Anna Griggs present. Heidi Clifford and Robert Grindle excused with notification.
- C. Minutes: D. Gladding made a motion to accept the minutes of the October 8, 2019 Personnel Meeting, L. Salisbury seconded, all in favor, motion passed.
- D. Proposed Schedule of Meetings: The following schedule of Personnel Committee meetings for the 2020 calendar year was proposed.

January 7, 2020
February 4, 2020
February 11, 2020
March 3, 2020
March 10, 2020
April 7, 2020
April 21, 2020
May 5, 2020
May 12, 2020
December 3, 2020

- D. Gladding made a motion to accept the schedule of meetings, L. Salisbury seconded, all in favor, motion passed.
- E. Director of Health Evaluation: Options were discussed regarding the Director of Health's yearly review. L. Salisbury proposed some new questions and changes to the evaluation form. Discussion followed, and it was ultimately decided that improvements would be made in the future, and the current evaluation form would be used this time. Sue Starkey, Director of Health, will use the headings from the previous year's evaluation form to compile a brief synopsis of her work and activities from the last year. This will be on a separate page, consisting of a couple paragraphs, demonstrating what she has done in the last year. D. Gladding made a motion to distribute the evaluation forms at the January 2020 Board meeting. L. Salisbury seconded, all in favor, motion passed. D. Gladding made a motion to use the current Director of Health evaluation form, for it to be sent out in the Board packet and discussed in executive session. Only regular Board members will receive and submit the evaluation and these forms will be accepted via mail or email through the date of the January 2020 Board meeting. L. Salisbury seconded, all in favor, motion passed.
- F. Next Meeting: The next Personnel Committee Meeting will be held on Thursday, January 7, 2020 at 3:30 PM. The FMLA policy will be on the agenda.
- G. Motion to adjourn made by D. Gladding, seconded by L. Salisbury, all in favor, motion passed, meeting adjourned at 5:11 PM