



# Northeast District Department of Health

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## Draft Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Thursday December 10, 2020 Time: 4:00 PM Eastern

1. Attendees:

Lana Salisbury (Committee Chair), Heidi Clifford, Don Gladding, David A. Griffiths, Susan Starkey (Director of Health), and Melissa Nichols (Finance Manager / HR)

2. Public Participation:

None on this date.

3. Minutes of October 15, 2020 Meeting:

D. Gladding made a motion to approve personnel committee meeting minutes from October 15, 2020. H. Clifford seconded the motion. L. Salisbury in favor. Motion carried.

4. Proposed Schedule of Meetings for CY 2021:

H. Clifford motioned to approve the upcoming 2021 personnel committee meeting schedule as presented in the December meeting packet. Seconded by D. Gladding. L. Salisbury in favor. Motion carried.

5. Director of Health Evaluation:

There was discussion regarding the new evaluation format wherein L. Salisbury thanked M. Nichols for distributing and tallying the information. Evaluation was positive and will be shared at the next Board meeting with committee members.

6. Other Business:

- a. Employee Manual Review. There was discussion regarding changes to the manual being sent to our attorney for review. Dialogue ensued regarding asking the Finance Committee to approve more money be set aside for the attorney, ranging from \$3,000 up to \$5,000, for services. This will be presented for approval at the next Finance Committee meeting.

In the interim, S. Starkey noted that there are steps we can take such as putting together the materials that need to go to the attorney. We will require standard language regarding FMLA and federal requirements.

- b. FMLA vs. COVID care. M. Nichols advised the committee that aside from FMLA, there are new State rules specific to COVID cases. If an employee or someone in their family were to contract COVID, the employee could get up to two weeks (or 80 hours) of paid time off. If this occurs with a part-time employee, there is a specific formula used, based on how many hours they have worked over the past six months, that will determine how much they will be paid in the two-week timeframe. FMLA continues to be for scheduled surgeries, care of loved ones (not related to COVID), etc.

7. Adjournment:

H. Clifford motioned for adjournment at 4:40 pm. D. Gladding seconded the motion. L. Salisbury, in favor. Motion carried.

DRAFT