



## Northeast District Department of Health

**69 South Main Street, Unit 4, Brooklyn, CT 06234**  
**860-774-7350 / Fax 860-774-1308** [www.nddh.org](http://www.nddh.org)

### **Personnel Committee Meeting Minutes 2/4/2020** **3:30 p.m. to 5:00 p.m. 69 S Main St, Unit 4, Brooklyn, CT**

- A. Attendance: Lana Salisbury, Donald Gladding, David Griffiths, Susan Starkey, Melissa Nichols. Excused with notification: Heidi Clifford and Bob Grindle.
- B. D. Gladding made and L. Salisbury seconded a motion to accept the minutes of the January 7, 2020 meeting. Motion passed with D. Gladding and L. Salisbury in favor; D. Griffiths abstained.
- C. DoH Performance Evaluation Results  
D. Gladding made a motion to modify the agenda to include an executive session. Motion passed all in favor. D. Gladding made a motion to enter executive session to discuss a personnel issue. Motion passed - all in favor. M. Nichols was excused. When the meeting resumed, the committee agreed to bring a report of favorable findings and a recommendation for a salary adjustment to the Board. D. Gladding made and D. Griffiths seconded a motion to recommend an annual salary of \$109K in order to bring the Director's salary in line with NDDH wage goals and statewide rates. L. Salisbury and S. Starkey felt that a lower value or gradual increase to a goal rate might be a better approach. Motion passed with D. Gladding and D. Griffiths in favor and L. Salisbury opposed. The Personnel Committee will bring the recommendation to the Finance Committee at an upcoming meeting.
- D. Employee Manual Review, continued  
The group reviewed materials and agreed to the following changes:
- Strike language in section 10.3.4.2 regarding sick leave for part-time employees.
  - 10.3.4.3 to read: Sick leave may be carried over and accumulated from year to year in a Sick Leave Bank. The maximum number of hours allowed in a Sick Leave Bank is 160.
  - 10.3.4.4: As written
  - 10.3.4.5: Strike "of" replace with "greater than", strike "or more"
  - 10.4: As written
  - 10.4.1: Strike "to the HR department" and "illness or".
  - 10.4.2: Add "While on workman's compensation injury leave".
  - 10.4.2.1: Add "NDDH will first use sick time, then vacation, then holiday, then personal. If there is no accrual balance, they will be paid for regular hours".
- E. Other Business – Guidelines for BOH member biographies are complete and Anna will distribute to BOH members. Responses will be emailed back to Anna or dropped off.
- F. Adjourn  
Motion to adjourn made by D. Gladding, seconded by L. Salisbury, favor, motion passed, meeting adjourned at 5:09 PM.