



Northeast District Department of Health

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Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Thursday October 15, 2020 Time: 4:00 PM Eastern

1. Attendance: Lana Salisbury (Committee Chair), Don Gladding, Heidi Clifford, Susan Starkey (Director), and Missie Nichols (Finance/Human Resource Manager)
2. Vacation Accrual:
The Director recommended increasing the Vacation Bank limit per the table below and increasing the workforce as needed to ensure safe workplace practices including reasonable workload. Heidi suggested that a budget proposal be brought to the Finance Committee to address staffing.

Years of Employment	Accrual Rate: (Hours per Week) Days per Year	Recommended Vacation Bank Limit
1-3	(1.583) 10	120
4-5	(2.307) 15	140
6-10	16-20	160

Heidi C. made a motion to recommend the expanded vacation bank cap limits based on the table with the explanation that the maximum payout for vacation hours upon termination will be 120 hours per the current policy. Don G, Seconded. Motion passed unanimously

3. Employee Manual
Plan for next steps: Updates will be shared with staff for review and comments. Attorney will be asked to provide best versions of State and Federal policies such as discrimination, FMLA, Equal Employment.
4. DoH Evaluation
Heidi made and Don seconded a motion to use a set of evaluation questions proposed by Lana S. The form will be given to Board members and committee members. The forms must be completed and submitted at or before the director's evaluation at the January Board meeting.
5. Heidi made and Don seconded a motion to adjourn. Meeting adjourned at 5PM.