



## 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 3/10/2020** **3:30 p.m. to 5:00 p.m. 69 S Main St, Unit 4, Brooklyn, CT**

- A. Attendance: Lana Salisbury, Heidi Clifford, Donald Gladding, Susan Starkey, Melissa Nichols. Excused with notification: Bob Grindle and David A Griffiths.
- B. D. Gladding made a motion to accept the minutes of the February 4, 2020 meeting. Seconded by Lana Salisbury. All in favor. 2-0-1. H. Clifford abstained. Motion carried.
- C. Employee Manual Review, continued
1. Fair Wages: The group discussed at length the consideration of a fair wage falling somewhere between the 30<sup>th</sup> percentile and the 70<sup>th</sup> percentile. The goal is to hire qualified people at a fair wage with consistent increases so that the person does not leave. We want to hire and retain good employees. There was much discussion about the breakdown and whether it should be depicted in the policy or not.  
  
H. Clifford motioned that we present the Fair Wage Policy be stating, “in order to attract qualified employees, it is the policy of NDDH to pay a fair starting wage that is no less than the 30<sup>th</sup> percentile of rates as seen across the state, exclusive of contracted employees. Data from the CT Department of Health will be used to calculate the percentiles every three years. It is the goal of NDDH to increase wages by a minimum of 2% to cover cost of living increases.” Seconded by D. Gladding. All in favor. 3-0-0. Motion carried.  
  
Further discussion revolved around the recommendation of increasing the Director of Health’s salary to \$109,000. This change would still have Sue’s salary under the 50<sup>th</sup> percentile but ultimately, we are looking for a fair plan that would allow everyone to get increases. Sue’s possible salary increase would need to go before the Finance Committee and approved before going to the Board for their approval.
  2. Leave Policies: S. Starkey asked the Committee to consider cutting back on sick time hours. Employees currently can bank 160 sick hours. She would like to see this amount cut back to 120 hours. By the same token, with the COVID-19 pandemic, there are concerns that if everyone on staff came down with the virus, we could easily see sick balances drop significantly. It may be poor timing to consider cutting back on employee sick time. That said, she did ask the Committee to take into consideration that the staff are not at particular risk as we are not doing face-to-face work with the public. We are doing more things over the telephone, but the reality is that people might get infected and deplete their sick time.

There was a brief conversation as to whether the changes to the Employee Manual should be brought before the Board in pieces or whether it should be presented as a whole. The Committee agreed that the changes should be presented as a completed package.

D. Other Business

No other business discussed.

E. Adjourn

H. Clifford made a Motion to adjourn, seconded by D. Gladding. All in favor. 3-0-0. Motion passed. Meeting adjourned at 5:08 PM.