



Northeast District Department of Health

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DRAFT Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Tuesday, March 30, 2021

Time: 4:04 PM Eastern

1. Attendees:

Lana Salisbury (Committee Chair), Heidi Clifford, Don Gladding, David A. Griffiths, Ann Hinchman, Susan Starkey (Director of Health), Melissa Nichols (Finance Manager / HR) and Linda Violette Buisson (Administrative Assistant)

2. Introduction of New Member:

Ann Hinchman was welcomed to the Personnel Committee.

3. Minutes:

December 30, 2020: D. Gladding motioned to approve the minutes. H. Clifford seconded. D. Gladding, H. Clifford, A. Hinchman and L. Salisbury voted in favor of the motion. Motion carried 4-0-0.

March 10, 2020: H. Clifford motioned to accept the minutes. D. Gladding seconded. D. Gladding, H. Clifford and L. Salisbury voted in favor. Motion carried 4-0-0.

4. Compensation Reviews

There was some discussion regarding compensation, but no motions made at the meeting.

5. Employee Manual

Sue Starkey provided a complete draft of a revised Employee Manual that incorporates committee recommendations and all suggestions from the attorney. Several members of the Committee requested printed copies of the manual for their review. L. Violette-Buisson will get copies to the Committee members and members will give her any revision suggestions. L. Violette-Buisson will compile all suggestions for further discussion by the committee.

6. Next Meeting:

The committee will meet on May 25, 2021.

7. Adjournment:

H. Clifford motioned for adjournment at 5:21pm. D. Gladding seconded the motion. H. Clifford, D. Gladding, A. Hinchman and L. Salisbury, all in favor. Motion carried. 4-0-0.

Respectfully submitted,
Linda Violette Buisson

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