



Northeast District Department of Health

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Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Tuesday, December 14, 2021 Time: 4:00 PM Eastern NDDH Conference Rm

1. Meeting was Called to Order at 4:03 p.m.

2. Attendees:

Lana Salisbury (Committee Chair), Heidi Clifford, Don Gladding, Ann Hinchman, Susan Starkey (Director of Health), Paulina Martinez (Human Resources) and Linda Buisson (Administrative Assistant)

3. Citizen Participation. None.

4. Minutes:

October 26, 2021: H. Clifford motioned to accept minutes with change to page 2. Under Conflict Resolution, motion to accept will be revised to *H. Clifford motioned to accept the conflict resolution as modified and recommended presentation to the Board for approval.* D. Gladding seconded.

L. Salisbury, A. Hinchman and H. Clifford in favor. D. Gladding abstained. Motion carried. 3-0-1.

5. Proposed Meeting Schedule for CY 2022*

H. Clifford motioned to accept the proposed CY22 Personnel meeting schedule. A. Hinchman seconded. All in favor. Motion carried. 4-0-0.

L. Buisson advised Committee that the year's meeting schedule needed to be to each town thirty days before the start of the meetings. There is a January 4 meeting on the schedule which will not allow for the thirty-day requirement.

H. Clifford motioned to rescind the approved meeting schedule. A. Hinchman seconded. All in favor. Motion carried. 4-0-0.

D. Gladding motioned to accept the proposed CY22 Personnel meeting schedule beginning with the March 29th meeting. H. Clifford seconded. L. Salisbury, H. Clifford, D. Gladding and A. Hinchman in favor. Motion carried. 4-0-0.

L. Salisbury requested the Personnel Committee have a special meeting on January 4, 2022 to discuss the Director of Health evaluation.

6. Employee Manual Discussions

a. Telecommuting: Dependent Care Language*

H. Clifford motioned that the telecommuting policy remains as approved by the Board. A. Hinchman seconded. L. Salisbury, H. Clifford, D. Gladding and A. Hinchman in favor. Motion carried. 4-0-0.

b. Telecommuting Protocol*

Upon review and discussion, it was suggested to drop the last sentence under Supervisors and Leadership Team that reads *telecommuting agreements can make up no more than 20% of total hours per week*. The entire sentence will be stricken. Additionally, the footnote reading: *effective date 9/27/2021, scheduled review date December 27, 2021* will be omitted from the document as a trial date did not occur.

H. Clifford motioned that the Committee has acknowledged and affirmed the Remote Work, Telecommuting and Flex-Time Protocol. D. Gladding seconded. H. Clifford, D. Gladding and A. Hinchman in favor; L. Salisbury opposed as she feels there are some unclear items in the document. Motion carried. 3-1-0.

c. Telecommuting Pre-Approval Form*

Following discussion, the Committee agreed to the following revision: Under Section 3, Acknowledgements, add the word *routine* under the fifth part of the agreement to read *routine travel time to work is not considered work time*.

Additionally, under that same section, "I am responsible", the second responsibility notation will strike the word *printing* from the following: *providing space, telephone, printing, networking and/or internet capabilities at the telecommute location and shall not be reimbursed by the employer for these or related expenses*.

H. Clifford motioned that the Committee has reviewed and approved the Telecommuting Pre-Approval form with the changes noted. A. Hinchman seconded. L. Salisbury, H. Clifford, D. Gladding and A. Hinchman in favor. Motion carried. 4-0-0.

7. Employee Satisfaction Survey

A couple of years ago, when updates were being made to the Director of Health Evaluation, L. Salisbury came upon some information and questions for an employee satisfaction survey. She never brought this forward to anyone but recently, a couple of Board members have come forward and suggested that we should survey the employees. L. Salisbury and P. Martinez met and came up with the attached survey.

L. Salisbury suggested an introductory paragraph to the survey, reading *The Board of Directors of NDDH and the Director of Health are charged with the task of helping to steer our department in the right direction in order to maintain high standards of public health. Your valuable input as an employee will help us implement better policies and working conditions across the organization. Please provide your anonymous feedback by answering the following questions and returning the form to HR by whatever date. Thank you for your help*. This sets a positive tone.

L. Salisbury was asked why this wasn't being included in the Director's evaluation that's due in January. She thinks it should be a separate tool that the Director, HR professional and a member of the Personnel Committee could look at. She would like results reported to the Board in the same manner as the Director's evaluation was reported last year. We will review how many employees respond, what the responses are across the board for question number 1, number 2, etc.

It was suggested that the Employee Survey be sent to employees halfway through the year and distributed each year. This will meet part of our strategic plan.

In addition, a Comment section will be added following the questions. P. Martinez will put the evaluation on Survey Monkey around mid-June.

L. Salisbury, when commenting on the Director's evaluation at the January Board meeting, will mention that an Employee Survey has been reviewed by the Personnel Committee and will be going out to employees. Results will be reported back to the Board.

D. Gladding motioned that we move forward with the Employee Survey with the introduction L. Salisbury presented and a comment section. L. Salisbury seconded. L. Salisbury, H. Clifford, D. Gladding and A. Hinchman in favor. Motion carried. 4-0-0.

A. Hinchman requested that the introductory paragraph include something about *public health of northeastern Connecticut*. The paragraph should include that the survey is part of our strategic plan. L. Salisbury will send P. Martinez the introductory paragraph that may be revised to include these suggestions.

8. Director of Health Evaluation

P. Martinez advised that she has only received five responses to the Director's evaluation. She will send out reminders to the Board.

L. Salisbury asked that P. Martinez send out a reminder to the Board to turn in their evaluation responses, noting that the Personnel Committee will be having a special meeting to review the results on January 4, 2022. It is important to have all responses in before that date.

9. Adjournment:

D. Gladding motioned to adjourn. H. Clifford seconded. L. Salisbury, A. Hinchman, H. Clifford and D. Gladding were all in favor. Motion carried. 4-0-0. Meeting adjourned at 5:39 p.m.

Respectfully submitted,
Linda Violette Buisson