



# Northeast District Department of Health

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## Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Tuesday, October 26, 2021

Time: 4:00 PM Eastern

NDDH Conference Room/Zoom

1. Meeting was Called to Order at 4:02 p.m.

2. Attendees:

Lana Salisbury (Committee Chair), Heidi Clifford, Ann Hinchman, David A. Griffiths, (Board Chair), Susan Starkey (Director of Health), Paulina Martinez (Human Resources) and Linda Violette Buisson (Administrative Assistant)

Absent Excused: Don Gladding

3. Citizen Participation. None.

S. Starkey introduced P. Martinez, new NDDH Human Resources & Performance Management Professional.

4. Minutes:

July 29, 2021: A. Hinchman motioned to accept minutes as written. H. Clifford seconded. L. Salisbury, A. Hinchman and H. Clifford in favor. Motion carried. 3-0-0.

5. Proposed Meeting Schedule for CY 2022\*

This was mistakenly left out of the meeting packet. Will be reviewed and voted on at December meeting.

6. Employee Manual Discussions

a. Volunteer First Responder Leave\*

There was discussion regarding whether volunteer first responders should be paid by NDDH if they need to leave in the event of an emergency. Discussion ensued among Committee members regarding the pros and cons of paying volunteers and any implications of doing so. A. Hinchman motioned that we keep the Employee Manual as it is regarding unpaid time for Volunteer First Responder Leave. L. Salisbury seconded. L. Salisbury, A. Hinchman and H. Clifford voted in favor. Motion carried. 3-0-0.

b. Conflict Resolution

S. Starkey presented a protocol for Conflict Resolution. There was much discussion regarding this subject. In the end, the steps were agreed upon, just repositioned a bit. The Committee agreed that the steps for conflict resolution should be:

Step 1: If an employee has a conflict with another employee, they should try to work it out between themselves.

Step 2: If they are unable to resolve the issue, they need to involve their supervisor.

Step 3: If the issue is not resolved with supervisor involvement, employees need to bring the issue to the Human Resource Manager.

Step 4: If the issue is not resolved with HR involvement, HR will bring in the Director of Health.

Step 5: If the issue is not resolved with the involvement of the Director, HR will bring in the Board Chair.

Step 6: If the issue is not resolved with the involvement of the Board Chair, HR will bring in the Executive Committee.

Step 7: If the issue is not resolved with the involvement of the Executive Committee, the Executive Committee may make a decision to involve a mediator, an attorney, or go directly to the full Board.

Step 8: Any decisions of the Chair or the Executive Committee are subject to the approval of the full Board.

H. Clifford motioned to accept the conflict resolution as modified and recommended presentation to the Board for approval. A. Hinchman seconded. L. Salisbury, H. Clifford and A. Hinchman all voted in favor. Motion carried. 3-0-0.

c. Telecommuting Update on Protocols

S. Starkey presented protocols establishing those employees eligible and ineligible for telecommuting, why they are eligible or ineligible, as well as the percentage of hours they can telecommute. The current telecommuting agreements are agreed upon for a six-month term and will end at the close of December 2021. Despite discussion and consideration, it was decided not to vote on the updated protocols at this time. Protocols will be revisited at the December meeting.

7. Director of Health Evaluation

S. Starkey presented a copy of last year's Director of Health Evaluation form to ask the Personnel Committee if they wanted to use the form again this year or if they were any suggested changes.

L. Salisbury motioned to accept the Director of Health Evaluation form. L. Salisbury, H. Clifford and A. Hinchman voted in favor. Motion carried. 3-0-0. Evaluation form accepted.

8. Wage Analysis

S. Starkey and P. Martinez prepared a wage analysis for the Personnel Committee. They explained that the document demonstrated that NDDH is currently paying wages that are comparable to other health districts. The document included projections for the next budget cycle if a 1% or 2% wage increase proposal was presented.

9. Next Meeting: The Personnel Committee will next meet on December 14 at 4 p.m.

10. Adjournment:

A. Hinchman motioned to adjourn. H. Clifford seconded. L. Salisbury, A. Hinchman, H. Clifford were all in favor. Motion carried. 3-0-0. Meeting adjourned at 5:26 p.m.

Respectfully submitted,  
*Linda Violette Buisson*