



# Northeast District Department of Health

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## Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Tuesday, March 29, 2022 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:  
January 4, 2022: A. Hinchman motioned to accept minutes. D. Gladding seconded. H. Clifford abstained. L. Salisbury, A. Hinchman and D. Gladding in favor. Motion carried. 3-0-1.
5. Employee Satisfaction Survey
  - a. Employee Comments About Survey  
P. Martinez advised that employees thought some of the questions were too broad and would have appreciated an answer option of *not known*. Employees questioned how responses would be used by the Board and wanted the option of commenting on each question.

Employees were initially given one day to complete the survey however, the due date was changed to allow four business days to return the survey.

- b. Survey Results  
P. Martinez advised that 23 surveys were sent out and 18 responses received. L. Salisbury noted that there was a lot of demand from the Board for the survey and suggested the results be shared. L. Salisbury and P. Martinez will meet before the April 14 Board meeting to compose and present survey results as well as a follow up plan. The survey will not be distributed at the Board meeting however, a copy will be offered to anyone interested. Also discussed was having L. Salisbury attend a staff meeting to go over the survey results.

Training was an issue identified in the survey. Employees indicated that they would be interested in more standardized, consistent approach to training. P. Martinez has already begun the process of monthly online staff trainings by creating an annual calendar with specific training topics that are sent to staff monthly. These are taken online. EHS training is weak however, the strategic plan should strengthen the process.

L. Salisbury suggested a thank you be sent to all employees for completing the survey. She is willing to prepare the letter. A. Hinchman thought the letter should go out following the Board

meeting so that employees could be informed that the Board received the results and items would be put on the agenda for future meetings.

6. Decision-Making Process

L. Salisbury addressed some undercurrents brought to light by various Board members about how our organization makes decisions. Most committee agenda items are introduced by the Director of Health in consultation with staff. There are pros and cons to this technique. One important pro is that staff and the Director of Health are able to know what needs to be changed at NDDH and do a good job of bringing issues to the attention of committees. A pitfall to the process is that committee members may not have all relevant information to make an informed decision, which can be construed as manipulation of the committees. This is especially true of the ByLaws and Personnel committees as they are often charged with creating policies. Policy-setting committee members should remain attuned to this natural give and take of power and be careful about the content and wording of motions brought before other committees or the full Board.

A. Hinchman and H. Clifford both stated dissatisfaction with the fact that the Personnel Committee was working on telecommuting policies which impacted a long-standing personnel issue. The Personnel Committee was not privy to the issue being discussed in the Executive Committee but was setting policy aimed at resolving it. S. Starkey and P. Martinez reminded the committee that Board members did not go through the proper Conflict Resolution procedure.

S. Starkey and P. Martinez explained policy discussions and that policies should be considered and made based on need and how they will best serve the organization and not based on personalities.

7. Employee Assistance Program (EAP)

P. Martinez investigated EAP programs. There is a large difference between one offered through United Services and one under SunLife. There is a large disparity in costs. While an employee can get assistance for any mental health issues via our current insurance provider, there is no means of follow up. An EAP could advise Human Resources if an employee followed up on suggested care without revealing any private details. No decisions were made to sign up for an EAP at this time. L. Salisbury is expressed an interest in researching the use of EAPs and the topic may be revisited at a later time.

8. Supplemental Life

P. Martinez revealed that employees may now purchase life insurance for themselves and/or family if interested. Employees would pay the cost.

9. Announcement

H. Clifford communicated that this would be her last Personnel meeting. She asked not to extend her Board term when it expires in April due to family obligations. Personnel members thanked her for her time on the committee.

10. Next meeting: Tuesday, May 31<sup>st</sup> at 4:00 p.m.

11. Adjournment.

H. Clifford motioned to adjourn. A. Hinchman seconded. L. Salisbury, H. Clifford, A. Hinchman and D. Gladding in favor. Motion carried. 4-0-0. Meeting adjourned at 6:05 p.m.

Respectfully submitted,  
*Linda Violette Buisson*