



Northeast District Department of Health

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DRAFT Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Wednesday, December 14, 2022

Time: 3:00 PM Eastern

NDDH Conference Rm

1. The meeting was called to order at 3:01 p.m.
2. Attendees:
Ann Hinchman (Chair), Lana Salisbury, Don Gladding (late arrival at 3:07), David A. Griffiths, Susan Starkey (Director of Health), and Linda Buisson (Administrative Assistant)

Absent: Gail Dickinson
3. Citizen Participation - None.
4. Minutes of October 26, 2022:
L. Salisbury motioned to accept minutes. D. Gladding seconded. L. Salisbury, A. Hinchman and D. Gladding in favor. D.A. Griffiths abstained. Motion carried (3-0-1).
5. Proposed Personnel Meeting Schedule for CY 2023
D.A. Griffiths motioned to accept the 2023 Personnel meeting schedule. A. Hinchman seconded. L. Salisbury, A. Hinchman, D. Gladding, and D.A. Griffiths in favor. Motion carried (4-0-0).

L. Salisbury noted she would not be available to attend the scheduled May meeting. A. Hinchman recommended that this be discussed at the March meeting and the committee will determine whether they need to reschedule the May meeting at that time.
6. Director of Health Evaluation
The evaluation was sent to all regular and alternate Board members. Eleven out of fourteen Board members responded, two out of eight alternate Board members responded. The two alternates have attended occasional meetings. In the past, alternate Board members were not sent the evaluation, only those that were on committees. All comments are listed following the table of responses and are by number, not name, so that the writer would remain anonymous.

L. Salisbury stated that as previous Personnel Chair, she tried to summarize the results when reporting back to the Board. A. Hinchman noted that the comments did not match the results seen in the evaluation table, however, personal comments would be an individual's own reflection.

The Agree and Strongly Agree columns of the table add up to 185 and the negative categories of Disagree and Strongly Disagree add up to 26. This reflects a very good evaluation. The committee determined that the Board deserved to receive the entire evaluation report.

S. Starkey said she was taking the comments, such as she should “talk less, listen more” to heart, but noted she has a challenging time finding the balance when trying to explain things. She does plan to go out and meet more town officials.

D.A. Griffiths asked why we had not had a meeting as we had done in the past with the building, zoning, and blight inspectors, etc. to discuss how the health department manages situations.

S. Starkey responded by saying that the state housing prosecutor was in charge of holding the meeting because she was the one that enforces the rules. Unfortunately, the prosecutor left and her replacement is not ready to hold a meeting. S. Starkey plans to go to the town officials to discuss.

There was discussion surrounding the comment section of the evaluation. D.A. Griffiths said that in speaking with our attorney about matters of complaint, a complaint must be in writing so it may be substantiated and reviewed to understand why it occurred. S. Starkey noted that she has been informed that she may not go to HR for Board issues. S. Starkey said that she had asked HR to intervene due to concern about privacy laws. D.A. Griffiths agreed that the Director must enforce regulations but thinks the Committee is spending a lot of time trying to understand her relationship with staff and why it is tenuous.

S. Starkey shared that she has been assisting with food inspections as well as with food inspection training to catch up on the backlog.

A. Hinchman said the evaluation seemed to indicate that in consolidating the evaluation, three things are clear: 1) the wordiness of the Director; 2) the Director’s responsibility to the Board; and 3) the Director’s responsibility to the staff. These are specific and may be worked on. There are a lot of training courses that are available if something like that might help.

A. Hinchman asked if there was anything she was required to do to explain the evaluation to the Board. Last year’s Personnel Chair advised that she summarized the evaluation, writing a few sentences and distributing it along with a copy of the evaluation to the Board.

D. Gladding motioned to present the Director of Health evaluation to the full Board at the January meeting. D. A. Griffiths seconded the motion. A. Hinchman, L. Salisbury, D. Gladding and D.A. Griffiths in favor. Motion carried (4-0-0).

There was a brief discussion that the evaluation will be sent as a separate document from the Board packet but that it will be sent at the same time, approximately one week prior to the January 12 meeting date.

7. Roles and Responsibilities

This was tabled as the new committee member was not in attendance.

8. BoH Requests to Revise Employee Manual

- a. Proposed Outside Employment changes are in bold / strikeout. The Personnel Committee reviewed and discussed the proposed changes at length.

D.A. Griffiths motioned to recommend to the Board changing the Outside Employment segment of the Employee Manual as follows:

Except serving as an elected official or as a member of a town or non-profit committee, employees, ***including the Director of Health***, may not accept

employment or volunteer with a customer of NDDH, nor may they serve on the Board of Health. Employees may not do work on their own if it competes in any way with the services, we provide our customers.

An employee may engage in additional employment only if it does not compete in any way with the services provided by NDDH, interfere with the performance of duties at NDDH, result in an actual or perceived conflict of interest, or pose a risk of subjecting NDDH to public criticism or embarrassment. ~~*Approval of outside employment may be granted at the sole discretion of the Director of Health in writing.*~~ Upon the employee's receipt in writing from the Director of Health that the employee's outside employment is disadvantageous to the Health District, the employee shall be offered the choice to either terminate the outside employment or to resign from the district's employ.

The Director of Health will ~~keep the Board Chair informed of any outside employment and may be offered the choice to either terminate such employment or to resign from the District's employment if the outside employment is perceived to be disadvantageous to the Health District for any reason.~~ get written permission from the Executive Committee before accepting outside employment during normal business hours of the health department.

D. Gladding seconded the motion. A. Hinchman, L. Salisbury, D. Gladding, and D.A. Griffiths in favor. Motion carried. (4-0-0).

b. Safety in the Workplace, i.e., Weapons

The Committee revisited per D. Gladding and H. Clifford's request back in September 2021. L. Salisbury motioned to recommend that the Board allow this to stand as is in the Employee Manual. A. Hinchman seconded. L. Salisbury, A. Hinchman and D.A. Griffiths in favor. D. Gladding against. Motion carried (3-1-0).

c. Volunteer First Responder Leave

The committee reviewed this per N. Swift's request to reconsider. The Committee agreed that they could not justify using public health funds to pay for services. L. Salisbury motioned to recommend that the Board allow this to stand as is in the Employee Manual. D.A. Griffiths seconded. L. Salisbury, A. Hinchman, D. Gladding, and D. A. Griffiths in favor. Motion carried (4-0-0).

9. Other – None.

10. Next meeting: Wednesday, March 22, 2023 at 4:00 p.m.

11. Adjournment.

D.A. Griffiths motioned to adjourn. L. Salisbury, A. Hinchman, D. Gladding, and D.A. Griffiths in favor. Motion carried (3-0-0). Meeting adjourned at 4:11 p.m.

Respectfully submitted,
Linda Violette Buisson