



Northeast District Department of Health

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Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Wednesday, October 26, 2022

Time: 3:00 PM Eastern

NDDH Conference Rm

1. Meeting was Called to Order at 3:00 p.m.
2. Attendees:
Ann Hinchman (Chair), Lana Salisbury, Don Gladding, Susan Starkey (Director of Health), Melissa Nichols (Finance Manager) and Linda Buisson (Administrative Assistant)
3. Citizen Participation. None.
4. Minutes of March 29, 2022:
L. Salisbury motioned to accept minutes. D. Gladding seconded. L. Salisbury, A. Hinchman and D. Gladding in favor. Motion carried. 3-0-0.
5. Roles and Responsibilities
A. Hinchman recommended a review of Roles and Responsibilities be tabled until the December meeting when new committee members are present.
6. Director of Health Evaluation*

L. Salisbury motioned using the current evaluation with the inclusion of a *Don't Know* column and that in the next year it be revised if deemed appropriate to do so. D. Gladding seconded the motion. L. Salisbury, A. Hinchman and D. Gladding in favor. Motion carried. 3-0-0.

The evaluation form will be updated with the additional column, date changes, etc. A. Hinchman will announce at the November Board meeting that the evaluation will be sent out following the meeting. The Board will be asked to complete and returned to Linda Buisson by December 1st. Personnel will review the results and report back to the Board at the January meeting.

7. Staffing Needs
S. Starkey advised that we still do not have enough people in the environmental health division to meet our goals to do 100% of our inspections and timely permits. The Finance Committee will be asked to find money to bring in extra environmental health specialists, ideally another registered sanitarian. NDDH is concerned with employee well-being, work/life balance and a sense of accomplishment at work. We try to recognize the staff for all the good things they've done, pay them fairly and bring in people to help them do the work.

The Personnel Committee is responsible for reviewing the policies to recruit and retain staff. Finance is responsible for budgeting money to pay for the necessary staff members.

The Director asked Personnel to be open to the financial hit that will take place with our hiring additional, but very necessary, staff. NDDH staff will work to make the financial hit as minimal as possible and present that to the Finance Committee.

The Personnel Committee does not want to be responsible for requesting a very large per Capita increase due to their recommendations but does not think the need for additional environmental service staff can be argued against. It is necessary to get inspections completed.

8. Wage Analysis

There is no dollar amount for a dental hygienist because she works approximately 80 hours a year providing services to four participating schools. The fees the schools pay covers the cost. There is no dollar amount for the Compliance and Enforcement Official or the Health Educator as the positions are vacant with no plan to hire.

Union contractual positions are not listed in the wage analysis because their wages are established through Union negotiations. The Union positions are more difficult to fill. The union contract is due to be renegotiated as soon as possible so the costs can be included in the FY2024 budget. There is no NDDH negotiating committee so the Executive Committee may act

The HR Performance Management position is going to be thirty-five hours per week instead of forty.

We want to offer competitive wages so we can look at salaries for similar positions that not in public health departments.

9. EAP Follow Up

S. Starkey advised that this may be something worth investing in as a resource for employees and management. L. Salisbury looked into exactly what EAP was when it was first suggested. Upon doing some research on her own, looking at both HR sites and employee sites, she said there ended up being one common denominator. The denominator was that no one uses EAP. Based on information P. Martinez provided to Personnel regarding EAP, and at her exit interview, Union employees already have EAP. L. Salisbury wondered how many regular employees would need EAP. Discussion was tabled.

10. BoH Requests to Revise Employee Manual

Director reminded the Committee that there were two items left to discuss from last September: (1) weapons and (2) paying people to go to emergencies.

L. Salisbury provided a recommendation for an Outside Employment policy revision per the request of the Executive committee. (copy attached).

A.Hinchman recommended changes be tabled but to bring them up at the Board meeting. She suggested that the Employee Manual should be reviewed once a year and all changes should take place at that time. Personnel may ask Board members and employees if they have suggestions or input regarding suggested changes to the Manual and we will discuss them when we review the Manual.

L. Salisbury felt it was important to change the Outside Employment policy as the Executive Committee expressly requested the same. She motioned to bring the proposed Outside Employment changes to the Board meeting for review and vote. D. Gladding seconded. Discussion ensued. D. Gladding thought the last paragraph needed clarification.

It was discussed that if Personnel wanted to bring this to the Board it could be included in the packet or handed out. D. Gladding requested the motion be tabled. The Committee agreed. At the Board meeting, they will state that the Director was following the expectations of the policy, but the exact wording can be revised and presented at the January Board meeting.

11. Other

Tabled.

12. Next meeting: Wednesday, December 14 at 3:00 p.m.

13. Adjournment.

D. Gladding motioned to adjourn. L. Salisbury seconded. L. Salisbury, A. Hinchman and D. Gladding in favor. Motion carried. 3-0-0. Meeting adjourned at 3:59 p.m.

Respectfully submitted,
Linda Violette Buisson