



# Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234  
860-774-7350 / Fax 860-774-1308 [www.nddh.org](http://www.nddh.org)

## Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Wednesday, March 22, 2023

Time: 3:00 PM Eastern

NDDH Conference Room

1. The meeting was called to order at 3:00 p.m.
2. Attendees:  
Ann Hinchman (Chair), Lana Salisbury, Gail Dickinson, Don Gladding (late arrival at 3:16), David A. Griffiths, Melissa Nichols (Finance Manager), and Linda Buisson (Administrative Assistant)

Absent: Susan Starkey (Director of Health)

3. Citizen Participation - None.
4. Minutes of December 14, 2022:  
D.A. Griffiths motioned to accept minutes. L. Salisbury seconded. A. Hinchman, L. Salisbury, D.A. Griffiths in favor. G. Dickinson abstained. Motion carried (3-0-1).
5. Director Contract Update  
There was a brief discussion that the Director does not have a contract. There was an offer letter sent to her when she first started. A. Hinchman and L. Salisbury suggested that R. Kelleher add this as an Executive Committee agenda item and ask if the letter needs to be extended or a contract put in place.
6. BoH Requests to Revise Employee Manual
  - a. Outside Employment  
Outside Employment will be presented to the Board 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. 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 get written permission from the Executive Committee before accepting outside employment during normal business hours of the health department.*

Once the Employee Manual is updated, the Personnel Committee requested the revised edition.

#### 7. Executive Director Evaluation

Following the Director's last evaluation, the Personnel Committee thought it best to update the evaluation form. There are some questions that are too broad to be clearly defined and other topics that are not included on the current evaluation form.

Means of delivering the evaluation were discussed (grid, written questions, or orally) based on the job description and goals; having the director complete a self-evaluation form and the Board complete another form and compare the two; or have the director fill out a grid form, then have the Board complete the same form to see how they compare. It was suggested that when Board members complete the evaluation, they do so with the town official for the town they represent.

L. Salisbury reached out to town officials and asked them for suggestions to add to DoH evaluation. She received some suggestions and shared them with the Committee. One suggestion was to change the answer grid to include the following four possible responses: *Exceed Expectations; Meets Expectations; Partially Meets Expectations; or Does Not Meet Expectations.*

A. Hinchman suggested that part of the procedure might include interviewing two random employees and two random town officials. The input would be shared with the Board (interviewees would not be required to attend). The director's evaluation goals should include re-establishing relationships with district towns by visiting every so often or calling them on the phone.

A revised evaluation needs to be prepared as soon as possible and given to the Director. An explanation of the evaluation process needs to be discussed and goals need to be reviewed to have a common understanding of what is expected. The Personnel Committee will check in with the Director quarterly to review progress. G. Dickinson suggested the revised evaluation be completed and given to the director no later than June.

L. Buisson will prepare a DRAFT evaluation to bring to the May Personnel meeting for review prior to presenting the document to the Board for a June vote.

8. Other Business

D.A. Griffiths had some suggestions regarding communications and procedures to keep the Board informed on the following topics:

- Issue approvals, denials, or incompletes on applications within 30 days
- Have DoH assist RS by signing off on food inspections
- Implement *date of last inspection* sticker on food service certificates
- Get another RS (promote from within, if possible)

D.A. Griffiths expressed concerns about paying \$5K for a lobbyist and wanted to know what the lobbyist is working on. The finance manager stated that we do not pay \$5K, or any money, to a lobbyist.

The NDDH hiring and exit practices were explained. The Personnel Committee did not think the director should participate in the exit interview as departing employees might not speak freely with her in the room. L. Salisbury suggested that a Board member be included in the exit interview. Additionally, she recommended that the Board have a voice regarding certain hires, such as an HR person. A. Hinchman reminded the committee that these are not Board responsibilities.

9. Upcoming Meetings

a. Reschedule May meeting

G. Dickinson motioned to change the date from Wednesday, May 22<sup>nd</sup> to Wednesday, May 17<sup>th</sup>. D. Gladding seconded. A. Hinchman, L. Salisbury, G. Dickinson, D. Gladding, and D.A. Griffiths all in favor. Motion carried. (5-0-0)

b. Consider adding meeting before October

No additional meeting set.

10. Next Meeting – Wednesday, May 17, 2022. The only item on the agenda will be the revised director's evaluation.

11. Adjournment

G. Dickinson motioned to adjourn. L. Salisbury seconded. L. Salisbury, A. Hinchman, G. Dickinson, D. Gladding, and D.A. Griffiths in favor. Motion carried (5-0-0). Meeting adjourned at 5:22 p.m.

Respectfully submitted,  
*Linda Violette Buisson*