



# Northeast District Department of Health

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## Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Wednesday, December 6, 2023

Time: 3:00 PM Eastern

NDDH Conference Room

1. The meeting was called to order at 3:06 p.m.
2. Attendees:  
Ann Hinchman (Chair), Gail Dickinson, Don Gladding, David A. Griffiths, Melissa Nichols (Finance Manager) and Linda Buisson (Administrative Assistant)  
  
Excused: Lana Salisbury
3. Citizen Participation - None.
4. Minutes of October 18, 2023:  
G. Dickinson motioned to accept minutes. D. Gladding seconded. A. Hinchman, G. Dickinson, D. Gladding in favor. D.A. Griffiths abstained. Motion carried (3-0-1).
5. Director of Health Evaluation Results.  
Thirteen evaluations were completed and returned out of fifteen sent. Results will be sent to Board members for review.
6. Director of Health Recruitment
  - a. Position Announcement with Salary Range  
Committee reviewed the DPH SFY2022 salary ranges document for CT Public Health Directors. Committee will recommend the salary range (\$97K-\$135K) to the Executive Committee.
  - b. Posting of Job Opening  
The job posting will be announced on the State of CT job site, indeed website, CT Environmental Health Association (C.E.H.A.) and on the NDDH website. All postings will include the job announcement with salary range, job description, and information on where to apply for the position.

NDDH received sixteen Director of Health job description from other CT PH agencies. The Committee will review and suggest revisions to the NDDH Director's job descriptions.

D.A. Griffiths suggest the next Director should have a written contract with NDDH. S. Starkey had an offer letter but no actual contract.

D. Gladding exited the meeting at 4:02 pm.

c. Search Committee

The committee hopes to achieve a good mix of individuals to be on the Search Committee.

A. Hinchman volunteered to be part of the committee. There was discussion as to whether the committee should ask for volunteers or choose people to be on the committee. Simply choosing someone was determined not to be the best option as we need people that have the time, energy, and enthusiasm to help find the ideal candidate.

Personnel Committee will recommend the following to be on the search committee: Board Chair Lana Salisbury, one Town Leader, the HR representative, and a NDDH employee. The Personnel Committee agreed that Steve Faucher (NDDH's Emergency Preparedness Coordinator) might be a good fit if he is agreeable and has the time.

7. Next Meeting – Thursday, December 14 from 1:00-3:00 pm, to be immediately followed by a Finance Committee meeting.

8. Adjournment\*

D.A. Griffiths motioned to adjourn. G. Dickinson seconded. A. Hinchman, G. Dickinson, and D.A. Griffiths in favor. Motion carried (3-0-0). Meeting adjourned at 4:37 p.m.

Respectfully submitted,  
*Linda Violette Buisson*