



# Northeast District Department of Health

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## Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Wednesday, May 17, 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), Lana Salisbury, Don Gladding, Melissa Nichols (Finance Manager), and Linda Buisson (Administrative Assistant)  
  
Absent: Susan Starkey (Director of Health), David Griffiths, Gail Dickinson  
  
Guests: Robert Kelleher (Board Chair) and Elaine Lippke (Finance Chair)
3. Citizen Participation - None.  
  
A. Hinchman requested to change the order of agenda item number 7 – Review of NDDH Benefit Plans before item number 6 – DoH Evaluation Form. L. Salisbury and D. Gladding agreed to the change and the meeting resumed.
4. Minutes of March 22, 2023:  
D. Gladding motioned to accept minutes. L. Salisbury seconded. A. Hinchman, L. Salisbury, D. Gladding in favor. Motion carried (3-0-0).
5. BoH Requests to Revise Employee Manual
  - a. Conflict Resolution  
The Conflict Resolution policy was reviewed, and revisions were considered. The committee agreed to table the topic and revisit it when they reconvene in October.
  - b. Office Hours  
M. Nichols recommends a change to the office hours language in the Employee Manual.  
  
L. Salisbury motioned to change the employee manual Office Hours be revised to be *the agency is open to the public Monday through Thursday from 8-4 and Friday from 8-12. All individual employee work hours are based on agency needs and determined by the supervisor.*  
A. Hinchman seconded. A. Hinchman, L. Salisbury, and D. Gladding in favor. Motion carried (3-0-0). This change will be brought before the Board for a vote.

6. Review NDDH Benefit Plan

It was recommended to change NDDH's retirement plan to include both social security and a pension fund. The employee would contribute to social security at 6.2% bi-weekly. NDDH would match the contribution with 6.2% contributed bi-weekly to social security. NDDH would contribute 3% of employee gross wages bi-weekly into a pension fund. NDDH will continue to offer an employee only contribution plan 457(b).

A. Hinchman motioned to discuss the social security/pension change at the union negotiation meeting and then to the Board for approval. L. Salisbury seconded the motion. A. Hinchman, L. Salisbury, and D. Gladding all in favor. Motion carried (3-0-0)

7. DoH Evaluation Form

a. Possible New Introduction to DoH Evaluation Form

The following was presented to the Personnel Committee as a replacement introduction:

*Board members are asked to help improve NDDH by completing this evaluation of the Director of Health's performance over the previous year. Please also promote communication with our constituents by completing the evaluation in face-to-face consultation with your town leader(s), using each question as an opportunity to both gather and offer information. Additional comments from yourself and from your town are very helpful. Return by mail, fax, or email to [lbuisson@nddh.org](mailto:lbuisson@nddh.org) no later than December 1, 2023. Thank you for your input!*

Committee suggested a small revision to the replacement introduction. Sentence two will be changed to read *please also promote communication with our constituents by reviewing the evaluation in face-to-face consultation . . . and offer information.*

b. Review Revised DRAFT DoH Evaluation Form\*

The committee reviewed the revised DRAFT and suggested some very minor changes in wording. They also suggested the addition of Town Leader Comments added to the end of the form so that we can get their input.

It was decided that Board members will complete the evaluation form but will meet with town leaders to review and get their comments.

A. Hinchman motioned to accept the DRAFT DoH Evaluation form with suggested changes and bring before the Board for approval. D. Gladding seconded. A. Hinchman, L. Salisbury, and D. Gladding in favor. Motion carried (3-0-0)

8. Other Business – None

9. Next Meeting – Wednesday, October 18, 2023.

10. Adjournment\*

L. Salisbury motioned to adjourn. D. Gladding seconded. L. Salisbury, A. Hinchman, and D. Gladding, in favor. Motion carried (3-0-0). Meeting adjourned at 5:12 p.m.

Respectfully submitted,  
*Linda Violette Buisson*