



Northeast District Department of Health

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Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Wednesday, December 14, 2023 Time: 1:00 PM Eastern NDDH Conference Room

1. The meeting was called to order at 1:02 p.m.
2. Attendees:
Ann Hinchman (Chair), Gail Dickinson, Don Gladding, David A. Griffiths, Lana Salisbury, Melissa Nichols (Finance Manager) and Linda Buisson (Administrative Assistant)
3. Citizen Participation - None.
4. Minutes of December 6, 2023:
G. Dickinson motioned to accept minutes. D.A. Griffiths seconded. A. Hinchman, G. Dickinson, D.A. Griffiths in favor. L. Salisbury abstained. Motion carried (3-0-1).
- D. Gladding arrived at 1:05 p.m.
5. Director of Health Job Description.
L. Buisson distributed a job description that included various pieces from other CT public health agencies descriptions for a director. The committee perused and discussed each section at length and produced a revised NDDH director job description. This will be presented to the Executive Committee on December 19, 2023.

The committee again touched who they determined might make up a Search Committee: two Board members, two NDDH employees, and one town leader.
- D.A. Griffiths exited the meeting at 2:40 p.m.
6. Next Meeting – Wednesday, January 17 at 3 p.m. This will be a Special meeting.
7. Adjournment*
L. Salisbury motioned to adjourn. D. Gladding seconded. A. Hinchman, G. Dickinson, D. Gladding and L. Salisbury in favor. Motion carried (4-0-0)

Respectfully submitted,
Linda Violette Buisson