



# Northeast District Department of Health

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## **DRAFT** Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Wednesday, March 20, 2024 Time: 3:00 PM Eastern NDDH Conference Room

The meeting was called to order at 3:11 p.m.

Attendees: Ann Hinchman (Chair), Don Gladding, Lana Salisbury, Linda Buisson (Administrative Assistant); Jim Vannoy (Interim Director)

Absent: Gail Dickinson, David A. Griffiths

Guests: Melissa Nichols (Finance Manager); Elaine Lippke (Finance Chair)

Citizen Participation - None.

### Minutes of December 14, 2023

L. Salisbury motioned to accept minutes. D. Gladding seconded. A. Hinchman, L. Salisbury, and D. Gladding in favor. Motion carried (3-0-0).

### Wage Analysis Review

NDDH Bylaws require the personal committee to review wage analysis annually. A draft wage analysis was prepared for the committee and included all data sources used. Interim Director will review and come back with recommendations.

### Accrued Time & Payroll Process

M. Nichols reviewed NDDH accrual policy and payroll process. No personal time policy change is needed in the Employee Manual. Two hours of accrued personal time will be added to employees' time each month, on the first payroll, to make payroll processes more efficient and seamless instead of eight hours every four months. The employee's anniversary date and their current accrual schedule will determine over the next 3 months when the personal time accrual hours will be applied to employee time.

### Search Committee Timeline / Plan

The Search Committee will begin the process to find a new director now that an Interim Director is in place. The six members of the committee have already been identified. A. Hinchman will send an email to vote for a committee chair and set a timeline.

New Business

*a. Leave of Absence Policy*

M. Nichols gave a brief review of the leave policy which including maternity/paternity leave; leave for Union employees, etc. NDDH is exempt from CT Paid Leave Act and FMLA. M. Nichols suggested that the policy and procedures be reviewed. Any necessary revisions will be brought to the Personnel Committee for consideration.

Next Meeting – Wednesday, May 15 at 3:00 p.m.

Adjournment

L. Salisbury motioned to adjourn. D. Gladding seconded. A. Hinchman, D. Gladding, and L. Salisbury in favor. Motion carried (3-0-0). Meeting adjourned at 3:57 p.m.

Respectfully submitted,

*Linda Violette Buisson*