



Northeast District Department of Health

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DRAFT Northeast District Department of Health Personnel Committee Special Meeting Minutes

Date: Thursday, May 30, 2024

Time: 2:00 PM Eastern

NDDH Conference Room

The meeting was called to order at 2:02 p.m.

Attendees: Lana Salisbury (Acting Chair), Don Gladding, G. Dickinson, Jim Vannoy (Interim Director); Linda Buisson (Administrative Assistant); Melissa Nichols (Finance Manager)

Absent Excused: Ann Hinchman, D.A. Griffiths

Employee Manual Correction

Mandatory Deductions from Paycheck, Page 9, currently reads “Social Security contributions will be withheld from your pay if you do not participate in the pension plan at NDDH.” It was noted that this is no longer correct. It was suggested that this be changed to “Social Security contributions will be withheld from your pay”.

G. Dickinson motioned to accept the sentence change. D. Gladding seconded. L. Salisbury, G. Dickinson and D. Gladding all in favor. Motion carried (3-0-0). Suggested change to the Employee Manual will be brought to the Board for vote.

Personnel Matter

G. Dickinson motioned to go into Executive Session at 2:06 p.m. D. Gladding seconded. L. Salisbury, G. Dickinson, and D. Gladding all in favor. Motion carried (3-0-0)

G. Dickinson motioned to come out of Executive Session at 2:28 p.m. D. Gladding seconded. L. Salisbury, G. Dickinson, and D. Gladding all in favor. Motion carried (3-0-0)

G. Dickinson motioned that the Personnel Committee will endorse to the Board the candidate suggested by the Search Committee. D. Gladding seconded. L. Salisbury, G. Dickinson, and D. Gladding all in favor. Motion carried (3-0-0)

No Special Board meeting was deemed necessary. The Board is scheduled to meet on Thursday, June 13, 2024 at 3:00 p.m.

Next Meeting – Wednesday, October 16, 2024 at 3:00 p.m.

Adjournment

D. Gladding motioned to adjourn. G. Dickinson seconded. L. Salisbury, G. Dickinson, and D. Gladding all in favor. Motion carried (3-0-0)

Meeting adjourned at 2:30 p.m.

Respectfully submitted,

Linda Violette Buisson

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