



# Northeast District Department of Health

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## Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Wednesday, May 15, 2024      Time: 3:00 PM Eastern      NDDH Conference Room

The meeting was called to order at 3:03 p.m.

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

Citizen Participation - None.

### Minutes of March 20, 2024

L. Salisbury motioned to accept minutes. D. Gladding seconded. A. Hinchman, L. Salisbury, and D. Gladding in favor. D.A. Griffiths abstained. Motion carried (3-0-1).

### Search Committee Update / Timeline

A. Hinchman said interviews are pending with for viable candidates for the director position.

### Director of Health Job Description(s) for Review

Discussion about updating the job description. J. Vannoy advised to use current job description as it allows for flexibility.

Attorney is preparing a contract for Director of Health's position. Committee discussed length of contract and its content.

3:25 pm      Gail Dickinson joined the meeting.

Search Committee will provide interview results to the Personnel Committee. The Personnel Committee will review for approval. Following approval, contract and new hire will require a Board vote. A special Board Meeting may be necessary.

L. Salisbury motioned to leave the Director job description as is. D. Gladding seconded. L. Salisbury, A. Hinchman, D. Gladding, D.A. Griffiths, and G. Dickinson all in favor. Motion carried. (5-0-0)

New Business

a. Leave of Absence Policy

NDDH already has a policy in the Employee Manual. Outline provided shows the procedure for leaves of absence and shared with committee. Leave may not be taken during the probationary period.

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

Adjournment

D.A. Griffiths motioned to adjourn. L. Salisbury seconded. A. Hinchman, D. Gladding, D.A. Griffiths, G. Dickinson, and L. Salisbury in favor. Motion carried (5-0-0). Meeting adjourned at 3:53 p.m.

Respectfully submitted,

*Linda Violette Buisson*