



Northeast District Department of Health

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DRAFT Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Wednesday, February 12, 2025, Time: 2:30 PM Eastern NDDH Conference Room

The meeting was called to order at 2:32 p.m.

Attendees: Gail Dickson (Chair), Lana Salisbury, Ann Hinchman, Don Gladding, David A. Griffiths, William Archer, Luigi Sartori (Director of Health), Linda Buisson (Executive Assistant), Melissa Nichols (Finance Manager)

Citizen Participation

None

Review of October 10, 2024, Meeting Minutes

L. Salisbury motioned to accept the minutes. D. Gladding seconded the motion. A. Hinchman, L. Salisbury, D. Gladding, D.A. Griffiths, W. Archer, and G. Dickinson in favor. Motion carried. (6-0-0)

Employee Manual Review for Discussion / Revisions

A. Hinchman suggested that the first sentence under the heading Employment Classifications and Work Hours on page 7, be eliminated as it is redundant. D. Gladding motioned to remove said sentence reading, “*Employees are classified as: (1) regular or temporary, (2) full-time or part-time, and (3) non-exempt or exempt.*” A. Hinchman seconded the motion. A. Hinchman, L. Salisbury, D. Gladding, D.A. Griffiths, W. Archer, and G. Dickinson in favor. Motion carried (6-0-0).

Committee members discussed condensing the telecommuting section. L. Buisson will email the telecommuting application/agreement to the Personnel Committee for review before making any changes.

Upon further review and discussion, D.A. Griffiths motioned to keep the remainder of the Manual “as is.” L. Salisbury seconded the motion. A. Hinchman, L. Salisbury, D. Gladding, D.A. Griffiths, W. Archer, and G. Dickinson in favor. Motion carried (6-0-0).

CT Paid Leave Act requirements will need to be added to the Manual. NDDH became eligible October 2024. The Committee will review the language before bringing it to the Board for a vote at the April 2025 meeting.

D. Gladding motioned to table the original vote to reconsider keeping the Manual “as is.” A. Hinchman seconded the motion. A. Hinchman, L. Salisbury, D. Gladding, D.A. Griffiths, W. Archer, and G. Dickinson in favor. Motion carried (6-0-0).

New Business

a. Insurance Coverage

Cigna + Oscar health insurance will no longer be available for renewal in May 2025. Our insurance carrier, Gerardi Insurance, provided several options for consideration. NDDH may qualify for the CT State 2.0 partnership program. The plan is not based on age but by 3-tiers: single, double, and family. There is a health enhancement piece that focuses on wellness specifics for physicals, eye and dental care, colonoscopies, mammographies's, etc.

4:01p.m. W. Archer departed to attend another meeting.

b. Evaluation Form for Director of Health

Personnel Committee reviewed the Director's annual performance evaluation document. The form should be completed by Board members in the presence of Town Leaders for better feedback.

L. Salisbury motioned to keep the evaluation "as is" with a "not applicable at this time" notation added on Question #1. D.A. Griffiths seconded the motion. A. Hinchman, L. Salisbury, D. Gladding, D.A. Griffiths, and G. Dickinson in favor. Motion carried (5-0-0).

c. Inclement Weather

L. Sartori drafted a procedure for inclement weather for the staff. Document is pending finalization. The Employee Manual's current language about the policy does not have to be updated. NDDH office will be open unless the governor closes state offices due to weather conditions. Employees may work remotely. The Director intends to be at the office.

Unfinished Business

a. CT Paid Leave

Language regarding CTPL will be added to the manual and will be presented at the next meeting.

b. Other

The Committee inquired about any further decisions regarding a change in the hours of operation. L. Sartori advised that he made overtures to the staff and asked that they share their thoughts. He would like any change to be championed by staff as a considered benefit of their employment. He suggested a flexible schedule if we can keep up with deliverables.

Next Meeting – Wednesday, March 12, 2025, at 2:30 p.m.

Adjournment

D.A. Griffiths motioned to adjourn. A. Hinchman seconded the motion. A. Hinchman, L. Salisbury, D. Gladding, D.A. Griffiths, and G. Dickinson in favor. Motion carried (5-0-0).

Meeting adjourned at 4:14 p.m.

Respectfully submitted,
Linda Violette Buisson