



# Northeast District Department of Health

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## Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Thursday, October 10, 2024 Time: 2:30 PM Eastern NDDH Conference Room

The meeting was called to order at 2:30 p.m.

Attendees: Ann Hinchman (Chair), Lana Salisbury, Gail Dickinson, Don Gladding, Luigi Sartori (Director of Health), Linda Buisson (Administrative Assistant), Melissa Nichols (Finance Manager)

Absent Excused: David A. Griffiths

### Citizen Participation

#### Review of May 15, 2024 Meeting Minutes

L. Salisbury motioned to accept the minutes. G. Dickinson seconded the motion. A. Hinchman, L. Salisbury, and G. Dickinson in favor. Motion carried. (3-0-0)

#### Review of May 30, 2024 Meeting Minutes

L. Salisbury motioned to accept the minutes. G. Dickinson seconded the motion. A. Hinchman, L. Salisbury, and G. Dickinson in favor. Motion carried. (3-0-0)

Don Gladding arrived at 2:43 p.m.

### Employee Manual Update Recommendation

Paycheck Distribution on Page 8 currently reads, "Employees may select either direct deposit into a bank account or payroll check placement in the workplace mailbox as a method of payment. Employees who select the paycheck option may make arrangements with the Finance Manager for alternate paycheck delivery / placement if absent from work on a payday."

It was suggested that this be changed to "Direct deposit is required. The payroll company will retain all paystub documents. Paystubs may be printed for your records."

L. Salisbury motioned to accept the wording change and recommended it be brought to the Board for approval. G. Dickinson seconded. A. Hinchman, L. Salisbury, G. Dickinson, and D. Gladding all in favor. Motion carried (4-0-0).

The Employee Manual was distributed to committee members to do an annual review as stipulated in the ByLaws.

### New Business

#### a. New Personnel Chair

The Personnel Chair is required to attend Personnel, Executive and Board meetings. A. Hinchman resigned her position as Personnel Chair upon being voted in as Vice-Chair of the Executive Committee on October 1, 2024. G. Dickinson was recommended to fill the Personnel Chair seat.

L. Salisbury nominated G. Dickinson to be the new Personnel Chair. A. Hinchman seconded. A. Hinchman, L. Salisbury, and D. Gladding in favor. G. Dickinson abstained. Motion carried (3-0-1).

#### b. Training & Conference Budget

L. Sartori explained the need for more available training and resources for staff to build the EHS department. He will explore additional financial avenues such as scholarships to help cover costs. L. Sartori suggested that the agency consider paying for EHS licenses each year as licenses are necessary to do the required inspections.

G. Dickinson motioned for the agency to cover EHS/RS and RN licensing fees. L. Salisbury seconded the motion. A. Hinchman, L. Salisbury, D. Gladding, and G. Dickinson in favor. Motion carried (4-0-0).

G. Dickinson motioned in favor of supporting resources to investigate how we can best invest in training for staff. A. Hinchman seconded. A. Hinchman, L. Salisbury, D. Gladding, and G. Dickinson in favor. Motion carried (4-0-0).

Earlier this week, the DPH Commissioner advised that FITOs will soon be able to certify food inspectors for state certification.

#### c. Four Day Work Week

To promote a better work-life balance, L. Sartori and the leadership team are in the early stages of discussion to change public office hours. In consideration is to have the office open to the public Monday through Thursday, with a late closing on Thursdays. This still needs to be discussed with the bargaining unit.

The director also discussed some restructuring within the agency.

#### d. Other

- 2025 Meeting Date Recommendations

February 12, March 12, September 17, and October 29 were all recommended dates for 2025 personnel committee meetings based on required materials due.

L. Salisbury motioned to approve the 2025 calendar. G. Dickinson seconded the motion. A. Hinchman, L. Salisbury, D. Gladding, and G. Dickinson in favor. Motion carried (4-0-0).

Further discussion regarding meetings ensued.

L. Salisbury motioned to amend the 2025 calendar by changing the meeting time from 3:00-5:00 p.m. to 2:30 – 4:30 p.m. G. Dickinson seconded the motion. A. Hinchman, L. Salisbury, D. Gladding and G. Dickinson in favor. Motion carried (4-0-0).

- Review Wage Analysis for Budget  
A wage analysis report was distributed for review as required by agency ByLaws.

#### Unfinished Business

a. Leave of Absence Pending Changes

As of October 1, 2024, the CT Paid Leave Act requires a 0.5% contribution of employee gross pay be deducted from payroll. Leave allows eligible workers to receive income replacement for qualified reasons. The NDDH leave policy for both Union and non-Union needs to be reviewed and possibly updated. This Act does not protect an employee's job.

Next Meeting – Wednesday, December 4, 2024 at 3:00 p.m. There was some discussion and a consensus that the meeting time will be changed from 3:00 p.m. to 2:30 p.m.

#### Adjournment

A. Hinchman motioned to adjourn.

Meeting adjourned at 3:56 p.m.

Respectfully submitted,  
*Linda Violette Buisson*