



# Northeast District Department of Health

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## Northeast District Department of Health Personnel Committee Meeting Minutes

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

L. Salisbury called the meeting to order at 2:37 p.m.

Attendees: Lana Salisbury, Ann Hinchman, Don Gladding, William Archer, Luigi Sartori (Director of Health), Linda Buisson (Executive Assistant), Melissa Nichols (Finance Manager)

Absent: Gail Dickinson (Chair), David A. Griffiths

### Citizen Participation

None

### Review of February 12, 2025, Meeting Minutes

W. Archer motioned to accept the minutes. D. Gladding seconded the motion. A. Hinchman, L. Salisbury, D. Gladding, and W. Archer in favor. Motion carried. (4-0-0)

### Employee Manual Review for Discussion / Revisions

A revised copy of the manual was sent to all committee members last week for review. Revisions are all in red font to easily distinguish changes.

On page 9, the addition of Optional Exclusion of Employee Health Insurance Premiums from Gross Income was reviewed and discussed. This would qualify as a “cafeteria plan” under section 125 of the Internal Revenue Code of 1986. The plan allows employees the option to pre-tax their health insurance payroll contribution.

W. Archer motioned to approve the addition of Optional Exclusion of Employee Health Insurance Premiums from Gross Income as written. D. Gladding seconded the motion. L. Salisbury, A. Hinchman, D. Gladding, and W. Archer in favor. Motion carried (4-0-0).

W. Archer motioned to approve the addition of the Connecticut Family and Medical Leave Act (CTFMLA), CT Paid Leave, and Pregnancy Disability Leave, all as written. D. Gladding seconded the motion. L. Salisbury, A. Hinchman, D. Gladding, and W. Archer in favor. Motion carried (4-0-0).

W. Archer motioned to approve that personal time be used in units no less than two hours at a time. A. Hinchman seconded the motion. L. Salisbury, A. Hinchman, D. Gladding, and W. Archer in favor. Motion carried (4-0-0).

D. Gladding motioned to approve that personal leave accrual is pro-rated, as written. W. Archer seconded. L. Salisbury, A. Hinchman, D. Gladding, and W. Archer in favor. Motion carried (4-0-0). W. Archer motioned to strike the words, “if they wish” from the sentence stating, “*Employees going on an unpaid Disability Leave of Absence may apply their Personal Leave at the time the leave starts if they wish.*” D. Gladding seconded the motion. L. Salisbury, A. Hinchman, D. Gladding, and W. Archer in favor. Motion carried (4-0-0).

L. Buisson will send the Employee Manual with all noted revisions to the Board for review. The Board will be required to vote on all changes at their April 10<sup>th</sup> meeting.

New Business - none

Unfinished Business

a. Telecommute Policy

No changes will be made to the policy at this time.

b. Insurance Change

NDDH is moving to the State of Connecticut Partnership 2.0 Plan beginning May 1, 2025. The medical insurance carrier will be provided by Anthem Blue Cross / Blue Shield. The dental / vision insurance carrier will be provided by Cigna.

c. Other

D. Gladding inquired about whether we would be going to a four-day work week. L. Sartori advised that there did not appear to be a universal agreement to do so. A four-day work week remains on hold.

Next Meeting – Wednesday, September 17, 2025, at 2:30 p.m.

Adjournment

W. Archer motioned to adjourn. D. Gladding seconded the motion.

Meeting adjourned at 3:48 p.m.

Respectfully submitted,  
*Linda Violette Buisson*