



# Northeast District Department of Health

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## Northeast District Department of Health Personnel Committee Meeting Minutes

Date: Wednesday, September 17, 2025, Time: 2:30 PM Eastern NDDH Conference Room

G. Dickinson called the meeting to order at 2:37 p.m.

Attendees: Gail Dickinson (Chair), Lana Salisbury, Ann Hinchman, Don Gladding, David A. Griffiths, Amanda Gonzalez (Deputy Director of Health), Linda Buisson (Executive Assistant), Melissa Nichols (Finance Manager)

Absent: William Archer Sr.

### Citizen Participation

None

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

L. Salisbury motioned to accept the minutes as presented. A. Hinchman seconded the motion. G. Dickinson, A. Hinchman, L. Salisbury, and D.A. Griffiths in favor. Motion carried. (4-0-0).

D. Gladding joined the meeting via Zoom.

### Employee Manual Review for Discussion / Revisions

No changes necessary at this time.

### New Business

#### a. Personnel Chair Vote

G. Dickinson resigned as Personnel Chair but will remain on the Committee. A. Hinchman volunteered to be Personnel Chair, a position she held in the past.

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

#### b. 2026 Personnel Calendar

L. Salisbury motioned to accept the 2026 Personnel calendar with the addition of a December 9, 2026, meeting. D.A. Griffiths seconded the motion. G. Dickinson, A. Hinchman, L. Salisbury, and D.A. Griffiths in favor. Motion carried. (4-0-0)

L. Salisbury motioned to add a December 10, 2025, Personnel Committee to the calendar to review the Director of Health evaluation results. G. Dickinson, A. Hinchman, L. Salisbury, and D.A. Griffiths in favor. Motion carried. (5-0-0)

c. Director of Health Evaluation Process

Both the process and the Director's contract were review and discussed. No motions were made concerning the ByLaws as they pertain to the evaluation of the Director of Health.

Unfinished Business

None

Next Meeting – Wednesday, October 29, 2025, at 2:30 p.m.

Adjournment

D.A. Griffiths motioned to adjourn. A. Hinchman seconded the motion.

Meeting adjourned at 3:24 p.m.

Respectfully submitted,  
*Linda Violette Buisson*