



# Northeast District Department of Health

69 South Main Street, Unit 4, Brooklyn, CT 06234

860-774-7350 / Fax 860-774-1308 [www.nddh.org](http://www.nddh.org)

## Personnel Committee Meeting Minutes

Date: Wednesday, February 18, 2026

Time: 2:30 PM Eastern

NDDH Conference Room

A. Hinchman called the meeting to order at 2:31 p.m.

Attendees: Ann Hinchman (Chair), William Archer, Sophie Charron, Luigi Sartori (Director of Health), Linda Buisson (Executive Assistant), Melissa Nichols (Finance Manager)

Absent Excused: David A. Griffiths, Gail Dickinson

### Citizen Participation

None

### Review of December 10, 2025, Meeting Minutes

W. Archer motioned to accept the minutes as presented. S. Charron seconded the motion. A. Hinchman, W. Archer, and S. Charron in favor. Motion carried. (3-0-0).

### New Business

#### a. DoH Evaluation Schedule – Three Years vs. Annually

A suggestion to change the DoH evaluation from annually to every three years. After lengthy discussion, the result of the conversation was to keep the DoH evaluation to annually.

#### b. Goals for Upcoming Year

Luigi provided a list of goals for the next year. Goals included training/retention of staff and succession planning. Other goals are increasing service quality and efficiencies, implementing a new Information Technology platform, developing the Community Health division, and reaching out to and meeting with community partners.

The Personnel Committee reviewed the Board members' suggestions for changes to the evaluation for better ascertainment of how the Director is doing in his role and recommended clarifying current questions.

After reviewing everything, A. Hinchman asked the Committee if they would be comfortable if she work with L. Buisson one-on-one to compile all the suggestions to update the evaluation. She will then share the results with the committee in March 2026 for feedback. The goal is to share the new evaluation form with the Board at the April 9<sup>th</sup> meeting.

c. New DoH Evaluation form

The Personnel Committee looked at the format of the new form and were agreeable to it. The “Partially Meets Goal” answer option will be removed.

d. Change to NDDH Holiday Schedule

The Personnel Committee discussed the recommended changes to the holiday schedule listed in the Employee Manual. The recommendation is to add three floating holiday dates to the regular holiday schedule and close the office. The staff will continue to have the same number of days off available to them and it would align with the State/Federal holidays. Recommendations were tabled until the next meeting. No vote currently.

There was a brief discussion regarding language in the Employee Manual regarding whether an employee is eligible for holiday pay if they have an *excused*, not *approved*, absence. An approved absence would be vacation, sick or personal time requested and approved before a holiday takes place. More discussion needed on subject.

Old Business

a. Concept of Offering PTO to Part-Time Employees

No discussion.

Next Meeting – Wednesday, March 18, 2026, at 2:30 p.m.

Adjournment

S. Charron motioned to adjourn. W. Archer seconded the motion.

Meeting adjourned at 4:17 p.m.

Respectfully submitted,  
*Linda Violette Buisson*