



Northeast District Department of Health

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Personnel Committee Meeting Minutes

Date: Wednesday, March 18, 2026

Time: 2:30 PM Eastern

NDDH Conference Room

A. Hinchman called the meeting to order at 2:39 p.m.

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

Absent Excused: David A. Griffiths

Citizen Participation

None

Review of February 18, 2026, Minutes

G. Dickinson motioned to accept the minutes as presented. W. Archer seconded the motion.

A. Hinchman, W. Archer, and G. Dickinson in favor. Motion carried. (3-0-0).

S. Charron joined the meeting immediately following the vote to accept the minutes.

New Business

a. Revised DoH (Director of Health) Evaluation Form

The Personnel Committee reviewed the revised DoH evaluation form. After positive feedback regarding the form and minimal discussion, G. Dickinson motioned recommending the revised evaluation to the Board for approval. A. Hinchman seconded the motion. A. Hinchman, W. Archer, S. Charron and G. Dickinson in favor. Motion carried (4-0-0)

A. Hinchman asked L. Buisson to present the DoH evaluation form to the Executive Committee at the April 7th meeting as she will be unavailable to attend.

The timeline for preparing, sending, and tabulating the DoH evaluation was shared with the Personnel Committee.

b. Review DoH Self-Evaluation Form

The Committee reviewed the self-evaluation form that they would like L. Sartori to complete. He was asked what his thoughts were regarding the self-evaluation and he responded that he is uncertain how “measurable” some statements are. In the public health community, quality should always be more important than quantity.

c. Review 360 Staff Survey

It was determined that the survey is not truly a “360” survey. The name will be changed to “Staff Survey.”

Old Business

- a. Concept of Offering PTO to Part-Time Employees
Tabled.
- b. Change to NDDH Holiday Schedule
This is regarding current floating holidays. Tabled.
- c. Employee Manual Language for Holiday Pay
Tabled.

Next Meeting – Wednesday, June 3, 2026, at 2:30 p.m.

Adjournment

A. Hinchman motioned to adjourn.

Meeting adjourned at 3:32 p.m.

Respectfully submitted,
Linda V. Buisson