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ACTING DIRECTOR of HEALTH
Don Mitchell, MPH RS

Colchester, East Haddam, East Hampton, Haddam, Hebron, Marlborough, & Portland

Personnel, Policy & Budget Committee February 17, 2016 Meeting Minutes

The meeting was called to order at 10:15 AM

In attendance were: don Mitchell, Andy Tierney, Mike Maniscalco and Peter Hughes.

Prior to the formal agenda a question arose about if State grant monies were now being paid into the district. Don Mitchell stated that without an audit, the State was holding back funding. Questions came up about why the audit wasn't complete. Valerie Hyde (sp?) from the East Hampton finance office came in to address the question and said she believed Chatham's Auditor (George Sinnamon) was coming to meet Teresa on Saturday to finish up the audit.

Review of Director of Health contract - Hours for the position were determined to be the same as the East Hampton office; M, W & Th 8:30-4:00, Tuesday 8:30-6:30 and Friday 8:30-1:00. The committee went through the contract and made notes of what should be changed and asked Don Mitchell to prepare it by the Board of Health meeting on the 23rd of February.

**At 10:37 Theresa Shulman came in to clarify the situation with the auditor. A draft audit will be ready for the 23rd.*

Some of the comments to be placed on the employment agreement for the Director of Health were that discretionary items related to the Director position would be decided by the Board of Health, no separation/retirement/death benefit, no longevity pay, no course reimbursement but professional development is okay, mileage at the federal IRS rate, performance evaluation by the Board of Health and a physical examination at the employees choice of doctor (but at the Boards' expense).

Director of Health Advertisement – Don Mitchell presented an assemblage of recent ads for a fairly generic advertisement. Peter Hughes did not want a doctor to be able to apply (which is allowable by State code). The Committee agreed and asked it be struck from the advertisement. Mr. Mitchell further stated he had added the certification as an RS (Registered Sanitarian) or REHS (Registered Environmental Health Specialist) as preferable. The committee decided that they wanted it listed as required. With those revisions the advertisement should go out.

Policy for Sick/Vacation Payouts – The committee believes that the outstanding liability on vacation and sick time is too much. They asked how much vacation can be carried over (1 week)

and what is the maximum one could be due at any point in time (6 weeks). They asked Don Mitchell to look into short term disability packages. They were of the opinion that employees should pay for such plans. Current cap on sick payout is up to 80% of days earned with a maximum of 90 days (one can accrue 120 days). They were not in favor of an 80% vs. a maximum number and wanted to simplify to a total number. They are considering 50% of accrued days to be a maximum. They want a red line draft of the sick time policy. Discussion will go to the full board and Don said the employees would have input too. Mike discussed possible donation of sick time on a week for week basis in hardship cases. He felt this should be capped at 45-60 days. There was a question of payouts for vacation and sick time if a person is let go for cause.

By-Laws Review - Don Mitchell outlined some changes to the by-laws for continuity, grammar, and readability. They are not critical to change immediately so the committee decided to place them on the back burner for now as they would require a public hearing.

Inter-Agency Procedure for Director of Health Coverage – Don Mitchell presented agreements to be executed with the Eastern Highlands Health District and Manchester health Department. The committee said they can be signed at the next Board of health meeting after changing Mr. Tierneys' name to Andrew instead of Andy.

Complaint Policy – A discussion was held about how to best allow the public to know where to take questions and/or complaints. Inspectors placing names and phone numbers on forms would work but there was a question of "would they always remember?" Stickers reading, "Questions or Comments call 860-365-0884" were proposed as another possibility. The committee would also like to see follow up on code issues with the actual section of code being delivered to the party who is questioning it.

The meeting was adjourned at 11:27 AM.

Respectfully submitted,

Don Mitchell
Acting Director of Health