

EHHD Personnel Committee
Regular Meeting Minutes – DRAFT
July 18, 2019
Mansfield Town Hall
Conference Room C

D Walsh called meeting to order at 4:05PM

Present: D Walsh, E Paterson, R DeVito, M Walter (via conference call), S Werbner, R Miller

Approval of minutes

E Paterson MOVED, R DeVito seconded to approve the 8/9/18 meeting minutes as presented. Motion PASSED unanimously.

E Paterson MOVED, S Werbner seconded to approve the 11/13/18 meeting minutes as presented. Motion PASSED unanimously.

E Paterson MOVED, S Werbner seconded to approve the 3/12/19 meeting minutes as presented. Motion PASSED unanimously.

E Paterson MOVED, S Werbner seconded to approve the 5/1/19 meeting minutes as presented. Motion PASSED unanimously.

Director Annual Performance Review process timeline. By consensus the proposed timeline will be finalized as presented, and provided to the full board at the next regular meeting.

Director's annual performance review tool discussion. D Walsh noted that new tool needs to be developed. A delay will occur due to changes in Mansfield HR department. R DeVito presented a tool for discussion. In conjunction with other tools to be collected by R Miller from other health department, Mr. DeVito's draft tool is a good starting point for development of a new tool. It was noted that separate indicators for Town CEO's may be considered.

Staff vacancies/turnover discussion. R DeVito expressed concerns with staff vacancies. He suggested greater focus on succession planning and workforce development. He specifically suggested exit interviews be conducted, which was generally agreed upon by other members. By consensus, moving forward exit interviews will be pursued, pending available HR staff.

R DeVito stated he obtained information associated with the Director's performance and asked members if it is appropriate for the Director to be in the room during this part of the discussion. The members present stated he should remain in the room. R DeVito stated he had contacted and interviewed two of the three most recent former health district employees. He stated that one former employee had informed him that the work assignment was unduly stressful. In response to this information, E Paterson stated that these actions are outside his role as a board member, and further, that day to day operations are the director's responsibilities, and not the boards'. D Walsh stated the board's role is to set policy. S Werbner stated that contacting former employees to conduct unauthorized interviews is in his opinion unethical.

S Werbner asked R Miller regarding the circumstances of the former employee in question. R Miller stated that this employee was a direct report to the Chief Sanitarian. R Miller stated that, working with the Chief and the employee, the employee's assignment was planned to be modified. The employee resigned before the assignment changes could be implemented. Three months later, this same former employee applied for, and was re-hired by the health district only to quit, again, without notice or explanation three weeks later.

S Werbner inquired on R Millers 360 assessment. R Miller stated it was complete, and provided a short briefing on it. R DeVito asked if the committee can review the 360. D Walsh clarified that the 360 is for the Directors use, and not the committees.

Meeting adjourned at 5:10 PM.

Respectfully submitted,

Robert L. Miller
Secretary