

EHHD Personnel Committee
Special Meeting Minutes – DRAFT
September 26, 2019
Mansfield Town Hall
Conference Room B

Meeting called to order by Chairperson Walsh at 4:05 PM.

Present – D Walsh, E Paterson, M Walter (via conference call), R Miller

M Walsh noted that we have two vacancies on the committee.

E Paterson MOVED, M Walter seconded to approve the July 18, 2019 meeting minutes as presented. Motion PASSED, unanimously.

An updated time line for the Director's performance evaluation was discussed; (1) committee will review draft report at 10/10/19 regular committee meeting, (2) committee will present report to full board during executive session at 10/17/19 board meeting, (3) Personnel Committee Chair to review final report with Director subsequently. By consensus, the committee extended the period of time for board members to complete the Directors FY18/19 performance evaluation survey to *COB Friday, September 27, 2019*.

R Miller presented a proposal to reclassify the Administrative Assistant position to Office Manager, and to establish a pay range for the new position. The presentation included a review/analysis of similar job descriptions and pay ranges from other health districts. M Walter MOVED, E Paterson seconded to recommend the full board reclassify the incumbent in the Administrative Assistant position to Office Manager; set the position pay range at \$50,890/yr to \$68,830/yr; accept the revised job description/job title for the Office Manager; and, increase the incumbents salary to \$50,890/yr, effective January 1, 2020. Motion PASSED unanimously.

E Paterson MOVED, M Walter seconded to approve the proposed 19/20 Personnel Committee Regular Meeting Schedule as presented. Motion PASSED unanimously.

Meeting adjourned, 4:35 PM.

Respectfully submitted,

Robert Miller

Secretary