

EHHD Personnel Committee

Special Meeting Minutes –DRAFT

June 11, 2025

Mansfield Town Hall

Conference rm A

Meeting called to order at 1:01pm.

Present: M Capriola, J Elsesser, R Aylesworth, M Walter

Staff: R Miller

J Elsesser MOVED, R Aylesworth seconded to approved the meeting minutes from October 1, 2024. Motion PASSED, with R Aylesworth, M Walter, M Capriola voting yes, and J Elsesser abstaining.

M Capriola present overview of Director of Health Evaluation instrument and process timeline. By consensus members agreed to move forward with the instrument and timeline as presented.

R Miller presented proposal to establish Juneteenth as paid holiday. J Elsesser MOVED, and R Aylesworth seconded to recommend to the Eastern Highlands Health District Board of Directors approve Juneteenth Nation Independence Day (June 19<sup>th</sup>) as an official paid holiday for all Eastern Highlands Health District employees to be observed annually beginning in 2025. Motion PASSED, unanimously.

R Miller presented proposal to establish a new classification of Assistant Director of Health/Sanitarian II and set a salary range. R Aylesworth asked how this range aligns with the Director of Health pay range. R Miller stated that the Directors range does need to be updated. M Walter MOVED, J Elsesser seconded to recommend the Board of Directors establish the classification titled Assistant Director of Health/Sanitarian II: and furthermore, recommend the approval of a salary range for this position of \$96,000 to \$130,000. Motion PASSED unanimously.

R Aylesworth MOVED, and M Walter seconded to adjourn the meeting. Motion PASSED unanimously.

Meeting adjourned at 1:29pm.

Respectfully submitted,

Robert Miller

Secretary