

EHHD Personnel Committee  
Special Meeting  
Agenda  
October 14, 2021, 3:00PM  
Mansfield Town Hall  
Conference Room B  
OR via Zoom\*

Call to Order

Election of Committee Chair

Approval of Minutes (10/1/2020)

New Business

Director's performance evaluation – method & timeline (no attachment)

Agency Salary Survey

Adjournment

\*In accordance with PA 21-2 §149 and social distancing guidelines recommended by the CDC to slow community spread of COVID-19, this meeting will be held virtually. A video recording of the meeting will be available on EHHD.ORG within seven (7) days after the meeting. Public Comment will be accepted by email at [mbrosseau@ehhd.org](mailto:mbrosseau@ehhd.org) or by USPS mail at 4 South Eagleville Road, Mansfield, CT 06268 and must be received prior to the meeting (public comment received after the meeting will be shared at the next meeting). Please email [mbrosseau@ehhd.org](mailto:mbrosseau@ehhd.org) or call 860.429.3325 by 2:00 PM on the day of the meeting to receive instructions for how to view, listen, or comment live.

Eastern Highlands Health District  
Personnel Committee  
Special Meeting Minutes – Draft  
October 1, 2020  
Mansfield Town Hall  
Council Chambers

Chairperson Walsh called the meeting to order at 10:10 AM.

Present: D Walsh, M Walter, E Paterson (via zoom), M Rosen (via zoom)

Staff present: R Miller, H Schaefer

New business – Directors performance evaluation. D Walsh introduced this business item by noting that it is appropriate to change and streamline the performance evaluation process this year given the time and resource constraints posed by the pandemic response.

By consensus, the personnel committee agreed the process would comprise an overview presentation of activities/achievements during the evaluation period given by the Director; Then a question and answer period between the Director and the personnel committee; Then an executive session to discussion the Directors performance.

R. Miller conducted the presentation of activities and achievements covering the FY19/20 evaluation period.

Questions regarding the presentation were asked by M Walter, and D Walsh.

E Paterson MOVED, M Walter seconded to go into executive session in accordance with CGS 1-200(6)(a) to discuss the Directors performance, with H Schaefer remaining. Motion PASSED unanimously. Entered executive session at 11:11 AM.

The Personnel committee came out of executive session at 11:32 AM.

M Walter MOVED, and E Paterson seconded "that the Personnel Committee recommends the EHHD Board of Directors authorize a 2.8% increase in Robert Miller's salary to \$113,199.47 retroactive to July 1, 2020." PASSED unanimously.

M Rosen MOVED, and E Paterson seconded "that the Personnel Committee recommends to the EHHD Board of Directors that Robert Miller's accrued vacation time in excess of the maximum accrual limit be rolled forward into the next annual period." PASSED unanimously.

The meeting adjourned at 11:35 AM.

Respectfully submitted,

Robert Miller, Secretary

Deb Walsh, Chair



## Eastern Highlands Health District

4 South Eagleville Road ♦ Mansfield CT 06268 ♦ Tel: (860) 429-3325 ♦ Fax: (860) 429-3321 ♦ Web: www.EHHD.org

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### Memo

**To:** Personnel Committee  
**Cc:** Holly Schaefer, Director of Human Resources  
**From:** Robert Miller, Director of Health  
**Date:** October 11, 2021  
**Re:** EHHD Proposed FY 22/23 Pay Ranges

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#### **Background**

Pursuant to the EHHD Personnel Rules the agency shall make comparative compensation studies for positions within the Health District periodically. On the basis of the information derived from the studies, requests for adjustments in salary ranges shall be initiated by the Director of Health/Personnel Committee, and submitted to the District Board of Directors for action.

The objective is to assure that the level of compensation for Health District employees compares equitably with prevailing rates in the relevant labor market in order to assure the recruitment and retention of personnel necessary to maintain a continued high level of public service. In determining actual compensation, consideration can be given to the various position characteristics, rates paid for comparable services in public and private employment, experience in recruiting for such positions, and availability of funds.

Attached for your review is a report titled, "FY2021/2022 Salary Survey and FY2022/2023 Proposed Broadband Pay Ranges". The report includes summary pay range data for each regular health district position. The report also provides proposed FY22/23 salary ranges for each regular position adjusted to integrate with the broadband pay plan. Please recall that in 2014, the Board of Directors eliminated the traditional governmental step system, and adopted a merit based, broadband pay plan.

#### **Methodology of Proposed Broadband Pay Ranges**

- The proposed minimum FY22/23 rate for each pay range is adjusted to the FY 21/22 salary survey average and median results.
- The proposed maximum rate is then established by multiplying the adjusted minimum rate by a factor of 1.35, or 35%, which generates the broadband range pursuant to our personnel policy.
- With few exceptions, wage data was not solicited from larger city health departments, nor municipal health departments in Fairfield County.

Of note, the pay ranges as currently presented and proposed for fiscal year 2022/2023 are based on survey results from fiscal year 2021/2022 rates. No adjustments have been made to the proposed rates reflecting rate changes that will occurred during the 2022/2023 fiscal year.



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### **Implementation**

It is preferable for the Board to approve the proposed pay ranges prior to the start of the FY22/23 budget develop process, which begins the end of October 2021. Pending Board of Directors approval, the new broadband salary rates would be effective July 1, 2022.

Salary ranges as currently proposed will require an increase in salary rates for the *current Office Manager, Community Health & Wellness Coordinator*, two Sanitarian II positions, and *Environmental Health Inspector* on July 1<sup>st</sup>.

With regards to the two Sanitarian II positions, both of these individuals reached the current maximum annual pay rate on or about FY18/19, and subsequently the maximum annual one-time merit payment in FY20/21. Therefore, in order to avoid a disruption in their annual compensation increase for FY21/22, a separate board action authorizing an increase above the maximum one-time merit payment threshold will be necessary prior to their next annual performance evaluation in June 2022. At which point, their current base annual salary, and the one-time annual merit payment will be added together as a base to determine the salary rate adjustments that would go to effect July 1, 2022 for these two positions.

Other staff salary rate adjustments in fiscal year 2022/2023 would occur pursuant to the broadband, merit based pay plan.

### **Fiscal Impact**

The fiscal impact will depends in part upon the amount of funds allocated by the Board for merit pay, staff's progress towards meeting performance goals and expectations, and other budget considerations. However, based on the wage rates for the five positions currently proposed for July 1<sup>st</sup> increases, an additional salary and benefit appropriation of \$19,500 is estimated for the fiscal year 2022/2023 budget. (This figure represents a 2.7% increase in the current FY21/22 salary/benefit accounts.)

There is no impact to the fiscal year 2021/2022 budget.

### **Recommendation**

The survey report provides pay ranges that are based on both a rate average and a rate median. It is recommended that the median ranges be put forth for consideration. They are less affected by any outlier rates, which are of particular concern with small sample sizes.

If the Personnel Committee concurs with the above recommendation, then the following motion is in order: *Move, to recommend the EHHD Board of Directors approve the broadband median pay ranges as presented in the report titled, "FY 2021/2022 Salary Survey and Proposed FY2022/2023 Broadband Pay Ranges".*

# FY 2021/2022 Salary Survey and FY2022/2023 Proposed Broadband Pay Ranges

## SUMMARY DATA OF ALL RESPONSES

	Position	Sample Size	Population	Hrs/ Wk	Salary Range - Reported Work Wk		Salary Range - Adjusted to 37hrs/wk		EHHD FY 21/22		EHHD Above/Below Avg. & Median		EHHD Proposed FY22/23 Broad Band (35% Range Spread)	
					Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum	Minimum	Maximum
AVERAGE	Director	25	78,029	37.5	\$97,397	\$121,072	\$96,951	\$119,545	\$81,836	\$113,199	-\$15,115	-\$6,346	\$96,951	\$130,884
MEDIAN	Director	25	70,615	37.5	\$99,365	\$117,000	\$98,050	\$117,562	\$81,836	\$113,199	-\$16,214	-\$4,363	\$98,050	\$132,368
AVERAGE	Office Manager	13	80,033	36.4	\$57,378	\$70,568	\$59,008	\$72,032	\$50,890	\$68,830	-\$8,118	-\$3,202	\$59,008	\$79,661
MEDIAN	Office Manager	13	72,767	36.3	\$57,378	\$68,830	\$63,429	\$68,830	\$50,890	\$68,830	-\$12,539	\$0	\$63,429	\$85,629
AVERAGE	Chief Sanitarian	17	85,230	36.5	\$75,338	\$87,674	\$74,793	\$88,903	\$66,136	\$89,284	-\$8,657	\$381	\$74,793	\$100,970
MEDIAN	Chief Sanitarian	17	80,481	36.3	\$75,000	\$88,200	\$73,084	\$89,284	\$66,136	\$89,284	-\$6,948	\$0	\$73,084	\$98,664
AVERAGE	Senior Sanitarian (San II)	6	82,851	37.1	\$70,522	\$86,803	\$66,679	\$86,705	NA	NA	NA	NA	\$66,679	\$90,016
MEDIAN	Senior Sanitarian (San II)	6	84,357	36.3	\$70,336	\$86,386	\$67,146	\$86,551	NA	NA	NA	NA	\$67,146	\$90,647
AVERAGE	Registered Sanitarian (San I)	24	79,907	37.3	\$59,963	\$75,374	\$59,114	\$74,867	\$56,026	\$75,635	-\$3,088	\$768	\$59,114	\$79,804
MEDIAN	Registered Sanitarian (San I)	24	71,691	37.5	\$58,233	\$74,819	\$57,350	\$75,172	\$56,026	\$75,635	-\$1,324	\$463	\$57,350	\$77,423
AVERAGE	Env Health Inspector	17	85,918	36.9	\$46,478	\$58,187	\$46,478	\$58,187	\$42,439	\$57,293	-\$4,039	-\$894	\$46,478	\$62,745
MEDIAN	Env Health Inspector	17	83,819	37.0	\$44,285	\$58,240	\$44,285	\$58,240	\$42,439	\$57,293	-\$1,846	-\$947	\$44,285	\$59,784
AVERAGE	Community Health & Wellness Coordinator	10	98,086	36.9	\$65,428	\$77,028	\$68,038	\$77,479	\$59,236	\$70,264	-\$8,802	-\$7,215	\$68,038	\$91,851
MEDIAN	Community Health & Wellness Coordinator	10	98,166	36.0	\$68,524	\$75,000	\$70,878	\$77,565	\$59,236	\$70,264	-\$11,642	-\$7,301	\$70,878	\$95,686

**NOTES:**

\* "Current salary" data was input to the "maximum" salary field when no range data was available.

\* "Sanitarian I & Sanitarian II" job descriptions to be adjusted to reflect higher pay range.



**OFFICE MANAGER POSITION**

Health District/ Department	Population	Union Y/N	Y/N	If Yes, # of Steps	Hours Per Week	Annual Salary		Adjusted to 37 hrs/wk	
						Minimum	Maximum	Minimum	Maximum
<b>Eastern Highlands</b>	<b>80,738</b>	<b>N</b>			<b>37.0</b>	<b>\$50,890</b>	<b>\$68,830</b>	<b>\$50,890</b>	<b>\$68,830</b>
Bristol burlington	69,651	n	n		37.5		\$67,376		\$66,478
Central CT	96,880				37.5		\$71,740		\$70,783
Chatham	62,712	N	N		35.0		\$63,553		\$67,185
Chesprocott	55,258	n	n		35.0		\$53,000		\$56,029
CT River Area	40,000				37.5	\$40,000	\$50,000	\$39,467	\$49,333
East Shore	70,615				40.0		\$63,960		\$59,163
Bristol burlington	69,863				37.5		\$67,376		\$66,478
Ledgelight									
Naugatuck Valley	125,889				35.0		\$76,373		\$80,737
New Britain	72,767	Y	Y	4	36.25	\$68,952	\$80,184	\$70,379	\$81,843
Torrington Area	131,478				35.0	\$67,047	\$92,167	\$70,878	\$97,434
W. Htfd-Bloomfield	84,539				35.0		\$92,820		\$98,124
Uncas	98,897				35.0	\$60,000	\$70,000	\$63,429	\$74,000
<b>AVERAGE</b>	80,033				36.4	\$57,378	70,568	\$59,008	72,032
<b>MEDIAN</b>	72,767				36.3	\$57,378	68,830.0	\$63,429	68,830
<b>SAMPLE SIZE</b>	13								

If no range available current figure placed in maximum rate





**Senior SANITARIAN (San II)**

Health District/ Department	Population	Union Y/N	Y/N	If Yes, # of Steps	Hours Per Week	Annual Salary		Adjusted to 37 hrs/wk		
						Minimum	Maximum	Minimum	Maximum	
Chatham	62,712	N	N		35.0		\$81,518		\$86,176	based on top waged pos
Farmington Valley	110,000	N	N		35.0		\$84,866		\$89,715	
Glastonbury	34,454	N	Y	7	37.5	\$70,336	\$87,906	\$69,398	\$86,734	
Ledgelight*	121,227	Y	N		40.0	\$72,590	\$93,370	\$67,146	\$86,367	based lowest and high
Northeast District	84,894	Y	N		40.0	\$68,640	\$89,440	\$63,492	\$82,732	
W. Htfd-Bloomfield	83,819	N	N		35.0		\$83,720		\$88,504	
<b>AVERAGE</b>	82,851				37	\$70,522	86,803	\$66,679	86,705	
<b>MEDIAN</b>	84,357				36	\$70,336	86,386	\$67,146	86,551	
	sample				6					

\* Range between two existing Senior San positions

**REGISTERED SANITARIAN (San I)**

Health District/ Department	Population	Union Y/N	Y/N	If Yes, # of Steps	Hours Per Week	Annual Salary		Adjusted to 37 hrs/wk	
						Minimum	Maximum	Minimum	Maximum
<b>Eastern Highlands</b>	<b>80,481</b>	<b>N</b>	<b>N</b>		<b>37.0</b>	<b>\$56,026</b>	<b>\$75,635</b>	<b>\$56,026</b>	<b>\$75,635</b>
East Hartford	51,252	y	y	5	40.0	\$60,796	\$73,892	\$56,236	\$68,350
Bristol-Burlington	69,834	Y	Y	7	37.5	\$66,918	\$81,242	\$66,026	\$80,159
Central CT	96,880	y	y	10	37.5	\$62,587	\$72,519	\$61,753	\$71,552
Chatham	62,712	N	N		35.0	\$55,036	\$74,638	\$58,181	\$78,903
Chesprocott	55,258	Y	N		35.0		\$61,800		\$65,331
CT River Area	40,000	N	N		37.5	\$55,000	\$75,000	\$54,267	\$74,000
East Shore	70,615	Y	Y	1	40.0	\$62,000	\$75,000	\$57,350	\$69,375
Farmington Valley	108,042	N	N		35.0	\$64,890	\$74,263	\$68,598	\$78,507
Ledgelight	121,227	Y	N		40.0	\$56,453	\$73,389	\$52,219	\$67,885
Manchester	58,287	Y	Y	3	37.5	\$57,744	\$68,963	\$56,974	\$68,043
Meriden	60,770	Y	Y	6	40.0	\$62,524	\$84,864	\$57,835	\$78,499
Middletown	46,258	y	y	6	40.0	\$54,479	\$80,766	\$50,393	\$74,709
Naugatuck Valley	126,417	N	N		35.0	\$65,000	\$72,027	\$68,714	\$76,143
New Britain	72,767	Y	Y	4	36.25	\$72,436	\$84,292	\$73,935	\$86,036
North Central HD	166,275	N	Y	6	37.50	\$56,823	\$71,429	\$56,065	\$70,477
Northeast District	84,894	Y	N		40.0	\$60,320	\$68,640	\$55,796	\$63,492
Plainville/Southington	60,833	N	N		35.0		\$66,415		\$70,210
Quinnipiack Valley	99,452	Y	Y	5	35.0	\$58,159	\$73,835	\$61,482	\$78,054
Torrington Area	130,258	N	Y	12	35.0	\$58,233	\$80,373	\$61,561	\$84,966
Wallingford	44,535	N	N		40.0	\$58,000	\$79,500	\$53,650	\$73,538
W. Htfd-Bloomfield	83,819	N	N		35.0		\$80,080		\$84,656
Windsor	28,000	N	N		40.0	\$61,202	\$85,421	\$56,612	\$79,014
Uncas	98,897	n	n		35.0	\$54,600	\$75,000	\$57,720	\$79,286
<b>AVERAGE</b>	79,907				37	\$59,963	\$75,374	\$59,114	\$74,867
<b>MEDIAN</b>	71,691				38	\$58,233	\$74,819	\$57,350	\$75,172
<b>SAMPLE SIZE</b>	24								

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**ENVIRONMENTAL HEALTH INSPECTOR (non-RS) POSITION**

Health District/ Department	Population	Union Y/N	Steps? Y/N	If Yes, # of Steps	Hours Per Week	Annual Salary		Adjusted to 37 hrs/wk	
						Minimum	Maximum	Minimum	Maximum
<b>Eastern Highlands</b>	<b>80,481</b>	<b>N</b>	<b>N</b>		<b>37.0</b>	<b>\$42,439</b>	<b>\$57,293</b>	<b>\$42,439</b>	<b>\$57,293</b>
Central CT	96,880	y	y	20	37.5	\$43,569	\$62,224	\$42,988	\$61,394
Chatham	62,712	N	N		35.0		\$50,368		\$53,246
Chesprocott	55,258	n	n		35.0		\$52,000		\$54,971
CT River Area	40,000				37.5	\$45,000	\$60,000	\$44,400	\$59,200
East Shore	70,615	Y	Y		40.0		\$46,920		\$43,401
Farmington Valley	108,042	N	N		35.0	\$53,000	\$55,160	\$56,029	\$58,312
Glastonbury	34,454	N	Y		37.5	\$63,765	\$79,735	\$62,915	\$78,672
Ledgelight	121,227	Y	N		40.0	\$36,528	\$47,487	\$33,788	\$43,925
Meriden	60,770	Y	Y	6	40.0	\$53,622	\$72,779	\$49,600	\$67,321
North Central HD	166,275	N	Y	3	37.5	\$41,900	\$45,300	\$41,341	\$44,696
Northeast District	84,894	Y	N		40.0	\$49,920	\$58,240	\$46,176	\$53,872
Plainville/Southington	60,833				35.0		\$60,750		\$64,221
Quinnipiack Valley	99,452	Y	Y	5	35.0	\$51,159	\$67,162	\$54,082	\$71,000
Torrington Area	135,996	N	Y	24	35.0	\$40,429	\$70,520	\$42,739	\$74,550
W. Htfd-Bloomfield	83,819	n	n		35.0		\$58,240		\$61,568
Uncas	98,897	n	n		35.0	\$36,400	\$45,000	\$38,480	\$47,571
<b>AVERAGE</b>	85,918				37	\$46,478	\$58,187	\$46,248	\$58,542
<b>MEDIAN</b>	83,819				37	\$44,285	\$58,240	\$43,694	\$58,312
<b>SAMPLE SIZE</b>	17								

Two non-R

Two non-R

**COMMUNITY HEALTH & WELLNESS COORDINATOR POSITION**

Health District/ Department	Population	Union Y/N	Y/N	If Yes, # of Steps	Hours Per Week	Annual Salary		Adjusted to 37 hrs/wk	
						Minimum	Maximum	Minimum	Maximum
<b>Eastern Highlands</b>	<b>82,082</b>	<b>N</b>	<b>N</b>		<b>37.0</b>	<b>\$59,236</b>	<b>\$70,264</b>	<b>\$59,236</b>	<b>\$70,264</b>
Central CT	96,880	N	N		37.5		\$62,731		\$61,895
Chesprocott	55,258	n	n		35.0		\$75,000		\$79,286
East Shore	70,615	N	N		40.0		\$73,424		\$67,917
Farmington Valley	108,042	N	N		35.0		\$74,160		\$78,398
Ledgelight	121,227	Y	N		40.0		\$82,954		\$76,732
Naugatuck Valley	126,417	N	N		35.0		\$85,794		\$90,697
Northeast District	84,894	n	n		40.0		\$78,790		\$72,881
Quinnipiack Valley	99,452	N	N		35.0	\$70,000	\$75,000	\$74,000	\$79,286
Torrington Area	135,996	n	y	12	35.0	\$67,047	\$92,167	\$70,878	\$97,434
<b>AVERAGE</b>	98,086				36.9	\$65,428	\$77,028	\$68,038	\$77,479
<b>MEDIAN</b>	98,166				36	\$68,524	\$75,000	\$70,878	\$77,565
<b>SAMPLE SIZE</b>	10								

Health Ed S  
Senior Hea  
Education :