

EHHD Personnel Committee  
Special Meeting Minutes  
July 16, 2014  
Audrey Beck Municipal Building  
Conference Room B

Call to Order at 4:05 PM

Present: M Hart, E Paterson, J Luiz (conference call), S Werbner (conference call), M Capriola, R Miller

E Paterson MOVED, S Werbner seconded to approve the April 10, 2014 meeting minutes as presented. Motion PASSED, unanimously.

R Miller presented proposal to amend personnel rules to include an "Interim Employee" designation. The objective is to reduce turnover and improve retention of qualified staff by improving benefits available to grant funded positions. Discussion ensued. By consensus, the proposal is to be revised to "Durational Employee" dropping the term "interim". E Paterson MOVED, S Werbner seconded to recommend the EHHD board approve the amendment to the personnel rules, which establishes the "Durational Employee" designation. Motion PASSED unanimously.

S Werbner MOVED, E Paterson seconded to authorized an increase in the maximum end of the Chief Sanitarian pay range by 2%, effective July 1, 2014. Motion PASSED unanimously.

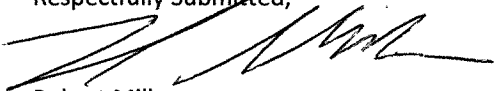
R Miller presented the methodology of establishing proposed broadband pay ranges. With the exception of the Registered Sanitarian and Community Health and Wellness Coordinator (CHWC), the minimum rate for each position was adjusted to the survey mean/average. Then a 1.35 factor was applied to the adjusted minimum rate to establish the maximum rate for each position. Discussion ensued. Members questioned the CHWC range.

M Capriola presented the draft language for the pay plan change. Discussion ensued. Member comments addressed the following salient issues: the wage increase at the end of probation; the establishment of a maximum rate on the individual annual increase and the characterization of such; the 401(a) eligibility of lump sum payments; and, the implications of establishing provisions for annual board adjustments to maximum end of ranges. Next steps include further revisions of language to address member comments for next meeting.

Discussion ensued regarding timeline for Directors performance evaluation. The Draft memo to the board will be updated to include the following milestones and dates: DOH self evaluation submitted to Board (7/31/14); Board members complete performance review online (7/31 to 8/22); Personnel Committee prepares draft evaluation (9/11/14); Board meets in executive session to discuss performance review (10/16/14); Board meets in executive session with Director (10/16/14); and, Board adopts review and makes changes to compensation plan, if any (10/16/14).

Meeting adjourned 5:18PM

Respectfully Submitted,



Robert Miller

Secretary