

EHHD Personnel Committee  
July 31, 2023  
Meeting Minutes  
Held Virtually on Zoom

Call to order at 3:02pm.

Present: M Capriola, M Walter, R Aylesworth, S Powers, J Elsesser, R Miller

R Aylesworth MOVED, S Powers seconded to approve the 5/24/23 & 10/4/2022 minutes as presented. Motion PASSED unanimously, with M Capriola abstaining.

M Capriola presented the *DRAFT Timeline for the Executive Director Performance Evaluation Process*. By consensus of the committee the Timeline will move forward as presented.

R Miller present the *Environmental Health Inspector retention plan*. Discussion ensued. Comments from members included a suggestion for an alternative would be to provide lump sum bonuses; It was also noted that this is not a retention plan per se. It is more of a salary plan; Salary is one component of a larger retention plan; It was noted the state is actively working on state-wide workforce development plan to address the broader problems in the labor market for environment health field staff; And, an item for possible future consideration to support retention would be to revisit a longevity payment system. R Aylesworth MOVED, M Walter seconded to make the following recommendations to the board of directors: (1) authorize the Director of Health implement the *Environmental Health Inspector Retention Plan dated July 31, 2023*; (2) approved the "AVERAGE" pay range for the *Environmental Health Inspector Classification as specified in the document titled, "FY2021/2022 Salary Survey and FY2022/2023 Approved Broadband Pay Ranges"*; and, (3) approve the proposed budget amendments as presented on August 17, 2023 for a total appropriation increase of \$15,375 in authorized spending for FY23/24.

R Aylesworth MOVED, M Walter seconded to go into executive session in accordance with CGS 1-200(6)(a) to discuss Sanitarian II employment compensation. Motion PASSES unanimously. Entered at 4:12PM.

Out of executive session at 4:34PM.

R Aylesworth MOVED, M Walter seconded to recommend the Board of Directors authorize the Director of Health to award 7.6 increase in the base rate for the subject sanitarian, effective August 12, 2023. Motion PASSED unanimously.

R Aylesworth MOVED, M Walter seconded to adjourn the meeting. Motion PASSED unanimously. Meeting adjourned at 4:35PM.

Respectfully submitted,

  
Robert Miller

Secretary