



Franklin Regional Council of Governments

Personnel Committee — *MINUTES*

Date /Time:	Monday, November 23, 2015 / 3:00 – 5:00 p.m.
Location:	JW Olver Transit Center, 12 Olive Street Greenfield, MA – Library
Facilitator:	Bill Perlman, Chair

COUNCIL REP ATTENDEES:

- Bill Perlman, Regionally Elected Representative
- Gordon Fretwell, Sunderland Representative
- Dawn Magi, Warwick Representative
- Brian Noble, Northfield Representative

STAFF:

- Linda Dunlavy, Executive Director
- Phoebe Walker, Director of Community Services

REGRETS & ABSENCES:

- Marilyn Wilson, Rowe Representative, Regrets

1. Adopt 6/3/15 and 10/20/15 minutes

Gordon moved the minutes of 6/3/15. Dawn seconded and the motion passed unanimously.

Members suggested amendments to the 10/20/15 minutes in three places.

Dawn moved the amended minutes of 10/20/15. Dawn seconded, and the motion passed unanimously.

2. Creation of new positions and grade changes

Local Inspector – This is correcting an administrative error from 2011 where staff filled out the Status Change Form for a grade and salary change but the form reflects only the salary change. To fix the records, Personnel Committee is asked to approve a grade change from 11 to 12.

Brian motioned to approve the Local Inspector grade change from 11 to 12. Gordon seconded, and the motion passed unanimously.

Regional Preparedness Program Manager – Phoebe explained the HMCC grant that began on July 1 and resulting changes to two jobs. Linda told the Committee that we delayed the regrading of these positions in hopes that the Wage Study would be complete and we could utilize the new grading tool. Since it now seems that the study won't be done until February or so, we'd like to go ahead with these grade changes using our existing system so that we don't keep these staff waiting for recognition of new job responsibilities any longer. Regional Preparedness Program Manager has increased responsibilities and requirements, including on-call hours. Request to change grade from 12 to 14 and for salary change to be retroactive to July 1 when the grant began.

Brian motioned to change the Regional Preparedness Program Manager from grade 12 to grade 14 with a salary change to be retroactive to July 1 when the grant began. Dawn seconded, all in favor except Brian, who abstained.

HMCC Coordinator – this is a new position for an existing staff person. Based on the job description, this position ranks at a grade 11.

Brian motioned to accept the new HMCC coordinator position at a grade 11 and to make the salary adjustment retroactive to July 1. Dawn seconded. All in favor.

Gordon asked if there were any other new positions. Linda and Phoebe explained that there has been some internal shifting of responsibilities between positions but no other new hires because at this point most other positions are through subcontracts with other organizations in western MA.

3. Review of Wage and Classification Study progress

Linda explained the status of the project. We have received new job descriptions, which are being reviewed by Department Heads now. Linda asked Committee members if they would like to see or review all job descriptions. The Committee decided they would like to see two examples of the job descriptions but do not need to see them all.

In regard to the new grading system and grades, Gordon emphasized the need for the system to be fair and explainable, especially to staff.

Linda shared a spreadsheet showing the existing salaries of all positions, current grade and percent of each salary through the existing grade range, and the proposed grade and percent of each salary through the new grade range. The result shows that FRCOG staff are paid on the low side of competitive.

4. Discussion of FY17 staff salary recommendations to Finance Committee

Linda asked members for guidance on salary adjustments for FY17 budget development. Brain noted that our strategy should be to develop a competitive market incentive to keep staff at the FRCOG, which he did not consider the same as a COLA. He noted also that some positions are more influenced by market factors than others. Linda agreed noting that Municipal Resources thinks our GIS position is an example of this.

Bill noted that Carol Granfield of Municipal Resources noted in her last presentation to the Committee that to remain competitive the FRCOG must give annual increases that reflect what our competitors are giving, which she noted is usually a 2-3% annual increase. He suggested a 2% increase for all staff. Gordon suggested a 5% increase. Brian suggested that perhaps we should recognize the market variability of different positions. He also noted that Franklin County, in general, pays too little and that we are always at risk of losing people. Dawn noted that one reason for this is that SB members are often retired so lose touch with competitive salaries.

Bill asked if the Committee should consider transitioning the Executive Director position from at-will to a contracted position. One reason for this is that the Municipal Resources grading caps the Executive

Director salary at a rate lower than some of our nearby competitors already make today. An option would be to add more top grades or make Linda a contract employee. Brain noted that likely most EDS are already contracted. Linda offered to poll the other RPA EDs about this and was asked to discuss the issue with Carol Granfield.

The Committee decided to recommend to the Finance Committee that at least a 2% increase for all staff be included in the budget plus another year of salary equalizing for those underpaid positions identified last year.

5. Updates on Personnel Policy

A draft of the Policy arrived today so Department Heads have not had time to look at it. The Committee agreed that staff should look at it first and then a copy should be forwarded to Committee members.

6. Business not reasonably anticipated 48 hours in advance of meeting

Brian asked about the FRCOG's efforts to comply with the 2/1/16 Affordable Care Act reporting and compliance requirements. Linda did not know the status of this but will pursue.

Gordon moved to adjourn the meeting at 4:52 p.m. Dawn seconded. Motion passed unanimously.

DOCUMENTS DISTRIBUTED:

- Agenda
- Minutes of 6/3/15 and 10/20/15 meetings.