



Franklin Regional Council of Governments

Personnel Committee — *MINUTES*

Date /Time:	Wednesday June 3, 2015 / 11:30 a.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
- Pat Auchard, Finance Director

GUEST:

- Carol Granfield, Municipal Resources

REGRETS & ABSENCES:

- Marilyn Wilson, Rowe Representative, Regrets

1. Adopt 3/26/15 minutes

Dawn moved to adopt the 3/26/15 minutes. Gordon seconded. Motion passed unanimously

2. Discussion with Carol Granfield of Municipal Resources about Wage Study

Carol Granfield from Municipal Resources joined the Personnel Committee to discuss the Wage and Classification Study. She thanked committee members for choosing Municipal Resources. She then described the scope of work and timing.

Carol and colleagues will start the project by reviewing all job descriptions. FRCOG staff agreed to collect and send Carol all job descriptions within the next two weeks. Carol will privately interview staff over the months of July and August to compare job descriptions with staff perceptions of their job responsibilities. Nearly all staff will be interviewed, except those that are brand new to their positions or staff that share the same job title. This work will help guide the market research and will result in the creation of new job descriptions for all staff.

Municipal Resources will conduct a market survey of salary comparisons over the summer. Carol and Committee members discussed what organizations should be included in the market study. Members want a thorough review of comparable salaries but also want to ensure that socioeconomics, especially cost of living, is comparable. It was determined that the following organizations would be contacted: Berkshire Regional Planning Commission, Cape Cod Commission, Capital Regional Council of Governments, Pioneer Valley Planning Commission, similar organizations in VT and NH and others at Carol’s discretion. There was also discussion of FRCOG positions that are unique with few comparisons

like our Homeland Security positions. Linda volunteered to do a bit of extra research to see if we can get some good comparables for these positions.

In the fall Carol will work on developing a new grading tool and put all FRCOG positions through that tool. It is expected that Carol will come back to the personnel Committee sometime in the fall.

3. Updates on Personnel Policy work

Our consultant helping with the Personnel Policy had to deal with an ailing parent that subsequently passed away. She is understandably a bit behind on the Policy.

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

Gordon moved to adjourn the meeting at 4:57 p.m. Brian seconded. Motion passed unanimously.

DOCUMENTS DISTRIBUTED:

- Agenda
- Comparative Market Review