



# Franklin Regional Council of Governments

## Personnel Committee — *MINUTES*

Date /Time:	Thursday, January 8, 2015 / 12:00 p.m.
Location:	JW Olver Transit Center, 12 Olive Street Greenfield, MA – Downstairs Meeting Room
Facilitator:	Bill Perlman, Chair

### ATTENDEES:

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

### STAFF:

- Linda Dunlavy, Executive Director
- Pat Auchard, Finance Director

### REGRETS & ABSENCES:

- Marilyn Wilson, Rowe Representative, Regrets

### GUESTS:

#### 1. Adopt 12/15/14 minutes

**Bill Perlman opened the meeting at 12 p.m. Dawn Magi moved the minutes of 12/ 15/14. Brian Noble seconded. Approved unanimously.**

**2. Update of Personnel Committee Discussion with Finance Committee** - Gordon gave a review of his and Bill’s attendance at the Finance Committee. He said the work coming out of the Personnel Committee was well received and that the Finance Committee was on board with the concept of reviewing staff as to where equity would be, taking into account ones grade and years of service. Linda went on to update the committee on last night’s Finance Committee meeting. The Finance Committee was on board with achieving equity and thought Linda’s work to assess like positions in similar organizations was good. Linda and Pat developed a budget that looked at equity, COLA, and Merit. Both Shelburne and Erving have recently hired a consultant who suggested a revamp to the methods used by both towns, by using Benchmarks instead of COLA and steps or merit reviews. The method would require that we periodically go back out to update benchmarks. Personnel Committee members were concerned such a method would not be in-line with most of our towns and may not be well received. They also had a concern that this was just the next new thing. They didn’t have a concern with COLA except that there was a year plus lag in what staff receive. While the CPI is flawed, they recognize it is based on methodology and any replacement should be a clear method that is not a strain on staff to implement. Still, they weren’t opposed to considering new options but recognized there wasn’t enough time in this budget preparation period.

**3. Review of Salary Calculation Work** - Pat shared the results of two worksheets. The first was to show equity variances as of FY16 and then through FY20 (superimposing 20 years of steps at 1.3%). This showed where each position in the agency stood; according to the number of years that person has been at the FRCOG. The second worksheet looked at the cost to allocate 1/5 of any equity shortfall to FY16 and to include a 1% COLA and 1.5% Merit adjustment for all employees. Staff felt that after many years of no Merit increases, it would be difficult to give increases only to staff that were out of equity according to their place in their grade. The committee reached consensus to recommend to the Finance Committee a go-ahead with this plan for FY16 but also to look into hiring a consultant to explore the 'Benchmark' or some other alternate tool. The committee was in consensus that the sooner this work could get started the better.

**4. Update on Personnel Policy Work** – Committee members hoped that part of the consultant agreement would allow towns to adapt our personnel policy for their own use. Linda said that was told to the consultant but she will follow up to have it in writing.

**5. Business not reasonably anticipated 48 hours in advance of meeting**

**Moved to adjourn the meeting at 1:35 p.m. seconded. Motion passed unanimously.**

**DOCUMENTS DISTRIBUTED:**

- Agenda
- Minutes of December 15, 2014 Meeting
- Worksheets