



Franklin Regional Council of Governments

Personnel Committee — *MINUTES*

Date /Time:	Thursday, March 12, 2015 / 12:00 p.m. (noon)
Location:	JW Olver Transit Center, 12 Olive Street Greenfield, MA – Downstairs Meeting Room
Facilitator:	Bill Perlman, Chair
Scribe:	Phoebe Walker

COUNCIL REP ATTENDEES:

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

STAFF:

- Linda Dunlavy, Executive Director
- Pat Auchard, Finance Director
- Peggy Sloan, Director of Planning and Development
- Bob Dean, Director of Regional Services
- Phoebe Walker, Director of Community Services

REGRETS & ABSENCES:

- Marilyn Wilson, Rowe Representative, Regrets
- Dawn Magi, Warwick Representative, Regrets

1. Adopt 1/8/15 minutes

Bill Perlman opened the meeting at 12:07p.m.

Brian Noble moved the minutes of 1/8/15. Gordon Fretwell seconded. Approved unanimously.

2. Review three grade change requests

Peggy distributed job descriptions. **Brian Noble made a motion to approve the requests without presentation. Seconded by Gordon Fretwell. Approved unanimously.**

3. Review Personnel Policy materials and Procedure

Linda reminded the committee that we have the Collins Center on board to update our Personnel Policy. We currently have two copies of the personnel policy on hand – one original unrevised version from the early 2000s, and a second one that has had major changes suggested by Dept. Heads in approximately 2010, and received some review from the Personnel Committee. A third version re-organizes the second document. What Linda and Bob suggest we give the Collins Center to consider:

- The first two versions (edited and unedited)
- Table of contents of the third document
- A list of policies that need addressing, to be created at a joint meeting with a group of staff, personnel committee members, and Dept. Heads sometime soon.

Gordon expressed concern that we not over-burden the consultants, and that they start anew, rather than be restricted by the format and subjects in our versions. He'd like a shorter, clearer, cleaner personnel policy that includes a list of applicable laws/policies as attachments. Committee members agreed that the final product should be online with live links to the associated laws. Discussion of the relative pros and cons of giving them everything we have, and the right time to carefully review the documents – before or after the first draft from the Collins Center. Bill recommended getting staff input ahead of time, to make sure the issues they identify are addressed in the second draft of the policy if not already in the first draft.

Meeting with staff planned for 3/26/15 at 3 PM in the downstairs room

4. Review wage/salary RFP

Discussion of draft RFP. Discussion of including a request for a revised performance appraisal tool as part of this RFP. Gordon advised against it, to keep their focus on one project at a time. Brian agreed that there are too many overlapping issues to include it. It is ready to go out, and will be posted on the state site and sent to a list of consultants that we are aware of. It will be due on or near 4/17.

Committee members will all be sent copies of the responses and if they can make the review meeting, they will.

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

Gordon requested that only his gordon.fretwell email address be used for the committee. Staff will let Rebekah know.

Next meeting will take place on March 26, 2015 at 3 PM.

Brian moved to adjourn the meeting at 12:55 p.m. Gordon seconded. Motion passed unanimously.

DOCUMENTS DISTRIBUTED:

Agenda

- Minutes of January 8, 2015 Meeting
- DRAFT RFP for Wage and Salary Classification Study
- Proposed grade change request memos – J. Atwood, M. Mullaney, B. Giannini
- Revised job descriptions for people with proposed grade changes