



Franklin Regional Council of Governments

Personnel Committee — *MINUTES*

Date /Time:	Thursday, March 17, 2016 / 5:00 – 6:40 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, Leverett Representative
- Dawn Magi, Warwick Representative
- Brian Noble, Northfield Representative
- Marilyn Wilson, Rowe Representative

STAFF:

- Linda Dunlavy, Executive Director
- Pat Auchard, Director of Finance
- Bob Dean, Director of Regional Services

REGRETS & ABSENCES:

None

1. Adopt 11/23/15 minutes

Brian moved to approve the minutes of 11/23/15 as presented. Dawn seconded and the motion passed 4 -0, with Marilyn abstaining from the vote.

2. Review Personnel Policy

Bill and Linda outlined the process of updating the personnel policies so far and the documents being reviewed by the Committee today. Our consultant, Mary Aicardi, from the Collins Center at UMass-Boston, sent a final draft of the updated personnel policies. That draft was sent to all staff for comment and Bob created a spreadsheet comparing the existing Personnel Policy Handbook to the draft provided by Mary. The spreadsheet provides a description of any proposed changes and includes any employee comments received by last Friday when copies of the spreadsheet, existing policies and draft policies were mailed (electronically and by USPS) to each member of the Committee.

Marilyn said that the Town of Rowe just completed a process that created new personnel policies and she has lessons learned to offer from that process.

The Committee and staff then started at the beginning of the draft provided by Mary and worked through the document, each member bringing up issues during the discussion that will be combined into a list and given to Mary prior to a Committee meeting with her.

The discussion ended on page 18 and the Committee decided to continue at that point when they meet next on March 22, 2016 at 10:00 a.m.

3. Update on Wage and Classification Study

This item was moved ahead of item 2 on the agenda. Linda explained the status of the project and talked about the Municipal Resources, Inc., final report. The position grading tool was not included as part of the report, but she has a copy that has been reviewed by her and the department heads who met virtually with the consultants to learn more about the tool and how to use it fairly and consistently.

Next step: Linda and the department heads will use the new grading tool to rank each existing job and then compare that rating to the current rating for the position. We should be able to start the process next week.

Gordon said he believes the grading tool, once it has been tested, should become a public document. Some employees may try to use it to augment their positions and make a case to move to a higher grade, but it is okay to have that discussion if it occurs. Reserving it for the Executive Director and department heads may create ill feelings among staff.

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

None.

Marilyn moved to adjourn the meeting at 6:40 p.m. Brian seconded. Motion passed unanimously.

DOCUMENTS DISTRIBUTED:

- Agenda
- Minutes of 11/23/15 meeting
- Final wage and classification study report from Municipal Resources Inc.
- Current FRCOG Personnel Policy handbook
- Draft Personnel Policies from consultant
- Spreadsheet comparison of existing and new personnel policy documents