



Franklin Regional Council of Governments

Personnel Committee —MINUTES

Date & Time:	April 6, 2018, 2:30 p.m.
Location:	FRCOG Offices, 12 Olive Street, Greenfield, MA – Room 221/Library
Facilitator:	Bill Perlman, Chair

Representatives Present:

- Julia Blyth, Northfield
- Bill Perlman, Regionally Elected
- Dawn Magi, Warwirck
- Kaycee Warren, Ashfield
- Wendy Foxmyn, Deerfield

Staff Members Present:

- Linda Dunlavy, Executive Director
- Claire McGinnis, Director of Finance

1. Adopt 11/30/17 Personnel Committee minutes

Bill P. opened the meeting once a quorum was present and Claire McGinnis was introduced.

Dawn Magi moved adoption of the 11/30/17 minutes. Wendy Foxmyn seconded the motion, which passed with all in favor.

2. Review draft Disaster Service Policy

Committee Members reviewed the draft Disaster Service Policy and discussed the issues/questions raised by staff. The Committee:

- Agreed with staff’s recommendation of a maximum deployment of 10 consecutive days and 20 days per fiscal year.
- Increased the amount of benefit time that must be retained to 3 prorated days.
- Agreed that employees on unpaid leave will not receive holiday pay.
- Eliminated reference to a Disaster Leave Vacation Bank.

With these changes, the policy will be sent to staff for review and comment. The Committee authorized Linda to make minor revisions and to notify the Committee if there are recommended changes she believes should be brought back to the Committee. Assuming no or only minor changes are made, **Dawn Magi motioned and Julia Blyth seconded the recommendation to bring the Disaster Service Leave policy to the Council for First Reading with all in favor.**

3. Revise Longevity section of Personnel Policy

Linda presented three minor revisions to the Personnel Policy that was distributed to members in advance of the meeting. After brief discussion, **Dawn Magi motioned and Julia Blyth seconded the recommendation to bring the three Personnel Policy changes to the Council for First Reading with all in favor.**

4. Personnel Search Updates

Linda told members that in addition to welcoming Claire as our new Director of Finance, we have also hired David Roberts to overlap with and then replace retiring Building Inspector Jim Cerone. Additionally, interviews have been conducted to replace retiring Health Agent Glen Ayers and Phoebe reports that there are promising candidates. And the Planning Department will be replacing retiring Mary Chicoine by the end of June.

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

Wendy made a motion to adjourn and Dawn seconded. Meeting adjourned.

Documents Distributed:

- Agenda
- Minutes for the 11/30/17 meeting
- Draft of the Disaster Service Leave policy
- Personnel Policy revisions April 2018