



Franklin Regional Council of Governments

Personnel Committee —MINUTES

Date/Time:	June 6, 2019/ 4:30 p.m.
Location:	FRCOG Offices, 12 Olive Street, Greenfield, MA – Room 221/Library
Facilitator:	Bill Perlman, Chair

Representatives Present: (two vacancies)

- Kayce Warren, Ashfield
- John O’Rourke, Conway
- Bill Perlman, Regionally Elected

Staff Members Present:

- Linda Dunlavy, Executive Director
- Bob Dean, Director, Regional Services
- Claire McGinnis, Director of Finance
- Phoebe Walker, Director, Community Services

1. Adopt 12/18/18 Personnel Committee minutes

Bill P. opened the meeting 4:35 p.m. Minutes from the previous meeting were not available.

2. Discuss taking over programs and staff from Hampshire Council of Governments (HCG)

Linda explained that HCG has announced its permanent closure. FRCOG staff have been meeting with other agencies and the HCG about continuing some of the programs after HCG folds. The motivation for taking on some of their services is to improve the offerings for Franklin County towns.

Tobacco Grant

In its 3rd year of a 3-year contract, this grant services both Franklin and Hampshire Counties and is compatible with FRCOG programs. FRCOG staff expressed interest in adopting the program, as did another agency. The state Department of Public Health is making the decision about who will get the grant. If FRCOG takes over the program, the HCG staff member currently doing the work would be offered the job at FRCOG. This would amount to an unconventional hiring process, hence the conversation with the Personnel Committee.

Collective Purchasing

HCG has a program similar to ours, which includes the purchase of highway products and services for towns. They also make purchases of things we don’t, and the fee structure is very different. FRCOG, PVPC, the Mass Higher Education Consortium, and the Collaboration for Educational Services are all interested in running various parts of HCGs collective purchasing program. Due to the specialized nature of the work needed to incorporate several HCG procurement contracts into the FRCOG program and to transition the non-Franklin County towns to our assessment method in FY21, hiring one fulltime HCG employee is needed to run the portion of the HCG program in which we have interest. As with the tobacco grant, if the HCG staff transfers to FRCOG, it would be an unconventional hire. The Committee also agreed with the staff’s recommendation that the HCG procurement staff person should accrue FRCOG vacation time at the rate of three weeks per year to start.

Expanded services and competition among vendors (amounting to lower bids) are possible benefits for these (partial) program adoptions. Unknowns include the possibility that we might not be awarded the FY21 Tobacco Grant renewal and the possibility that HC towns might not accept our highway services/products fee model for FY21, making programs unsustainable. Linda explained that the legal transfer of purchasing contracts from HCG to the FRCOG is an issue for which she has sought legal counsel. Staff handed out job descriptions for the two positions created for HCG employees affected by that agency's folding. The committee agreed that hiring the soon-to-be-former HCG employees is a special situation that leads to a hiring method outside our convention, but it's not a risky precedent.

John O. moved to suspend FRCOG's normal hiring practices to hire former HCG employees. Kayce W. seconded the motion, which passed unanimously.

Kayce W. moved to create a grade 6 Assistant Procurement Officer position based on the job description and contingent on the successful acquisition of the HCG program. John O. seconded the motion, which passed unanimously.

John O. moved to create a grade 6 Tobacco Free Community Partnership Coordinator position based on the job description and contingent on the successful acquisition of the HCG program. Kayce W. seconded the motion, which passed unanimously.

One member asked whether the new positions will be exempt status. Staff said they had not yet considered this, but plan to discuss it.

3. Review out-of-state travel policy

The committee discussed the proposed addition to the FRCOG Personnel Policy: **Section I. Out of State Travel.** (*See handout.*) Staff explained that more employees are attending conferences and the need to more clearly delineate policies related to time spent working and travel costs has arisen. The Committee asked staff to further consider the addition of *"only reimburse for coach/economy class travel or its equivalent"* to the newly drafted section.

John O. moved to present the proposed out-of-state travel policy, including the coach/economy class sentence addition, to the FRCOG Council. Kayce seconded the motion, which passed unanimously.

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

No additional business was discussed.

Kayce W. moved to adjourn and John O. seconded. The meeting adjourned at 5:26 p.m.

Documents Distributed:

- Agenda
- Tobacco Free Community Partnership Coordinator job description
- Assistant Procurement Officer job description
- Memo requesting creation of a Tobacco Free Community Partnership Coordinator position
- Memo requesting creation of an Assistant Procurement Officer position