



Franklin Regional Council of Governments

Personnel Committee —MINUTES

Date/Time:	December 18, 2018/ 4:30 p.m.
Location:	FRCOG Offices, 12 Olive Street, Greenfield, MA – Room 221/Library
Facilitator:	Bill Perlman, Chair

Representatives Present:

- Kayce Warren, Ashfield
- Bill Perlman, Regionally Elected
- Wendy Foxmyn, Deerfield

Staff Members Present:

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

1. Adopt 4/6/18 Personnel Committee minutes

Bill P. opened the meeting 4:35 p.m.

Wendy F. moved adoption of the 4/6/18 minutes. Kayce W. seconded; motion passed unanimously.

2. Discuss FY20 employee-related costs including COLA, merit, CPI, other

Claire reported the Consumer Price Index (CPI), which measures changes in the price level of consumer goods and services purchased by households. That figure was 1.8 for 2018. The committee discussed the impact that number has on employees and what sort of staff “COLA” increase is appropriate. The committee discussed affordability, staff retention, and attraction of new employees. They noted that the Social Security increase for calendar year 2019 will be 2.7%.

Bill P. motioned to recommend to the Finance Committee a Fiscal Year 2020 competitive market increase of 2.5% Wendy F. seconded the motion, which passed unanimously.

3. Approval of new FRCOG employee position – Radio System Manager

Linda explained that a Radio System Manager is needed to maintain the failing FCECS radio system. She shared the draft job description. Discussion of the duties, qualifications, hiring process, and calculation of the salary for the new position in 2020 ensued.

Wendy F. motioned and Kayce W. seconded approval of the new FRCOG Radio System Manager. Motion passed unanimously.

4. Discuss process for strategic and succession planning and Personnel Committee role

Linda told the committee that in 5 to 7 years, 6 or 7 very long-serving staff will retire from the FRCOG. Staff have been talking to a consultant to try to scope out the work of this planning. The cost of this

work is an issue. One idea offered for how to proceed was to join with another town/city needing a strategic plan in order to share costs. Members felt it may be best to create a separate committee — not personnel — to guide the process.

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

Wendy announced she will be leaving the Personnel Committee and her position in Deerfield. An assistant town administrator and planner will be filling some of her duties, and Diana Schindler will be the interim Town Administrator.

Bill P. made a motion to adjourn and Wendy seconded. Meeting adjourned at 5:17 p.m.

Documents Distributed:

- Agenda
- Minutes of the 4/6/18 meeting
- Draft Radio System Manager job description.