



# Franklin Regional Council of Governments

## Personnel Committee —MINUTES

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| Date/Time:   | November 20, 2019/ 5:30 p.m.  |
| Location:    | FRCOG Offices, 12 Olive Street, Greenfield, MA —Shared Meeting Room |
| Facilitator: | Bill Perlman, Chair   |

### Representatives Present:

- Kayce Warren, Ashfield
- John O’Rourke, Conway
- Bill Perlman, Chair, Regionally Elected
- Bryan Smith, Erving

### Staff Members Present:

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

Bill P. opened the meeting at 5:30 pm.

### 1. Adopt 6/6/19 Personnel Committee minutes

Motion to approve the minutes of June 6, 2019 by John O, second by Kayce W. passed unanimously.

### 2. Overview of Personnel Committee responsibilities

Claire read from the Bylaws the responsibilities of the Personnel Committee, and gave hardcopy to new members. Committee activities are described in Article 6 of the Bylaw.

### 3. Discussion of FY21 budget priorities for personnel-related costs

The Chairperson opened this discussion, reiterating the importance of salaries that enable us to attract and retain staff. The Consumer Price Index (CPI) for the northeast is 1.5% year to date. The committee agreed to recommend 2.5% increases to the Finance Committee for the FY21 budget. Staff indicated this is likely room in the budget for such increases, although the Accounting budget will be the biggest challenge due to other increased expenses for FY21. There was some discussion of hazards of level funding budgets or assessments to member towns.

### 4. Succession/Strategic/Reorganization study

The committee reviewed the possible retirements of senior staff in the 2 to 7 year horizon. Implications to budget for salary adjustments, or reorganization to replace and continue areas of expertise were discussed. The FY20 current year budget has \$25,000 for Strategic and Succession Planning, and staff suggested that some FY21 additional funding may be necessary to complete a salary survey and hire a consultant to facilitate the analysis. Linda indicated the timing is good, as the MA Regional Planning Association is working on a salary survey, largely due to expected turnover in all 13 regional planning agencies in the state. Staff will work on getting a Request for proposal (RFP) out before the new year begins. The concept of a salary and recruitment contingency/reserve line in FY21 budget, which could be used in a number of ways (described above), including allowing unused funds to fall into a fund balance reserve account for future years was discussed as well. The committee

asked staff to evaluate putting a number into the FY21 budget, equating to up to 5% of payroll, for salary and recruitment contingency and reserve.

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

No additional business was discussed.

**John O. moved to adjourn and Kayce W. seconded. The meeting adjourned at 6:20 p.m.**

**Documents Distributed or Read:**

- Agenda
- Minutes of the 6/6/19 meeting
- Section of FRCOG Bylaw describing Personnel Committee role