

Town of Huntington —HR Subcommittee Meeting

Tuesday, December 09, 2014—6:30 pm

Town Office - downstairs

APPROVED MINUTES

RECEIVED

DATE

[Signature]
December 29, 2014



<p>Agenda</p>	<ul style="list-style-type: none"> • Public Comment • Define Purpose, Process, and Products of HR Subcommittee • Identification of Highest Priority Items • Develop Preliminary Plan • Other Business
<p>Members present:</p>	<p>Nancy Stoddard (Chair), Dori Barton, Roman Livak</p>
<p>Staff/Officials present</p>	<p>Barbara Elliott (Town Administrator)</p>
<p>Others present</p>	<p>none</p>
<p>Call to order</p>	<p>N Stoddard called the meeting to order at 6:33 pm</p>
<p>Public Comment</p>	<p>No members of the public attended or presented comment.</p>
<p>Purpose</p>	<p>N Stoddard will prepare and send to the Selectboard prior to the 12/15 meeting the draft purpose of the HR Subcommittee for Selectboard review/approval based on the following:</p> <ul style="list-style-type: none"> • The HR Subcommittee’s purpose is to make recommendations to the Selectboard regarding HR issues in order to provide a safe and healthy work environment with consistent, equitable HR systems for workers with clear roles, ownership, accountability and responsibility including addressing areas such as performance evaluation systems, compensation systems, and recognition systems, and to be a group where employees feel safe about raising HR related issues.
<p>Process</p>	<p>N Stoddard will prepare and send to the Selectboard prior to the 12/15 meeting the draft process to be used by the HR Subcommittee for Selectboard review/process incorporating the following:</p> <ul style="list-style-type: none"> • Identify, categorize and prioritize issues to address • Utilize interviewing, data collection and analysis • Identify resources needed to do the work • Identify available data resources • Formulate recommendations
<p>Products</p>	<p>N Stoddard will prepare and send to the Selectboard prior to the 12/15 meeting the draft list of products of the HR Subcommittee for Selectboard review/approval, incorporating the following:</p> <ul style="list-style-type: none"> • What types/groups/categories are impacted by HR Issues <ul style="list-style-type: none"> ○ Hired staff (employees) ○ Elected officials (paid hourly, paid stipend, unpaid; under SB purview versus not under SB purview) ○ Contracted personnel (such as the Zoning Administrative Officer) ○ Volunteers • Address policies, processes, and systems for communication <ul style="list-style-type: none"> ○ Recognition – for all types listed above ○ Succession Planning

	<ul style="list-style-type: none"> ○ Compensation <ul style="list-style-type: none"> ▪ Pay/pay ranges (hourly, salary, stipend, other) ▪ Benefits ○ Personal Development <ul style="list-style-type: none"> ▪ Job Descriptions ▪ Employee evaluation systems ▪ Training
Priorities	<p>Subcommittee members will identify their top 3 priorities for the subcommittee to address from an HR and FY15-16 Budget perspective. (List of priorities outlined by Elliott can be used/supplemented for this exercise.)</p> <p>Items that have a potential impact on the budget include: Overtime; Opt-Out; Casual labor; Paid time for volunteers & officials; Health insurance offering; and Succession planning for the treasurer.</p>
Overtime Calculation	<ul style="list-style-type: none"> • N Stoddard will talk to D Stoddard about the possibility simplifying the payroll calculation process by automating timecard calculations through the use of an excel spreadsheet. • Livak will draft an explanation of the difficulties with the current Personnel Policy for handling overtime calculation (vis-à-vis the application of sick, vacation, personal, holiday time, and actual hours worked on a holiday) when determining straight-time versus overtime pay and propose a recommendation for how it could be changed.
Insurance Opt-Out Offering MOTION: recommendation for the SB on opt-out amount	<ul style="list-style-type: none"> • Elliott will research through NEMRC the annual opt-out amount that has been paid to employees/officials and report back to the subcommittee prior to the 12/15 Selectboard meeting. • MOTION: Livak moved and N Stoddard seconded that the subcommittee recommend to the Selectboard that the annual opt-out amount previously paid to officials/employees be used as the placeholder amount for the upcoming (FY15-16) budget. Passed unanimously with all 3 members present and voting.
Next Meeting	<p>Monday 12/22 – 6:30pm at the Town Office (downstairs). Agenda items will include:</p> <ul style="list-style-type: none"> • Gathering and reviewing the list of priorities from the subcommittee members • Setting the subcommittee’s work plan
Adjournment – MOTION	<p>MOTION: Stoddard moved and Livak seconded to adjourn the meeting at 8:19pm. Passed unanimously.</p>
	<p>12/09/14 – Meeting date 12/11/14 – Draft/unapproved minutes posted on Town website 12/22/14 – Final/approved minutes approved 12/23/14 – Approved minutes sent to Town Clerk for recording & website posting</p>