



Town of Huntington —HR Subcommittee Meeting

Tuesday, December 22, 2014—6:30 pm

Town Office - downstairs

APPROVED MINUTES

RECEIVED

DATE January 29, 2015

Agenda	<ul style="list-style-type: none"> • Public Comment • Approval of minutes • Final Review of Purpose Statement • Setting of Priorities • Develop Preliminary Plan • Other Business
Members present:	Nancy Stoddard (Chair), Dori Barton
Members absent:	Roman Livak
Staff/Officials present	Barbara Elliott (Town Administrator)
Others present	none
Call to order	N Stoddard called the meeting to order at 6:34 pm
Public Comment	No members of the public attended or presented comment.
Approval of Minutes - MOTION	MOTION: Barton moved, Stoddard seconded to approve the minutes of 12/04/2014 and 12/09/2014. Passed with 2 members present and voting.
Introduction	Stoddard reviewed the Levels of Energy: Vital; Automatic; Sensitive; Conscious
Purpose Statement	<p>PURPOSE STATEMENT: Draft purpose statement was reviewed and will be modified to incorporate proposed membership and resources.</p> <ul style="list-style-type: none"> • MOTION: Barton moved, Stoddard seconded to propose HR Subcommittee membership as: Nancy Stoddard (Chair & Point of Contact), Dori Barton, Roman Livak, and Barbara Elliott. Passed with 2 members present & voting. • MOTION: Barton moved, Stoddard seconded to recommend the Selectboard approve the revised HR Subcommittee Purpose statement at the 01/05/2015 Selectboard meeting. Passed with 2 members present and voting.
Priorities	Stoddard presented the summarized priorities spreadsheet with rankings submitted by Barton and Stoddard.
Preliminary Plan	<p>Follow up items included:</p> <ul style="list-style-type: none"> • BENEFITS/SALARY CHART: Elliott will draft a chart outlining the categories of people (employees, elected officials, etc.) and the benefits/salary that will then be completed. • ROAD FOREMAN QUESTIONNAIRE: Elliott to send out a copy of the Road Foreman Questionnaire/Survey as a sample that could be adapted for research purposes for other positions. • RESEARCH: Elliott will check to see if Town Auditor Lucinda Hill is available to help with research. • VMERS: Need to understand how VMERS works; what the criteria is; etc. Elliott to check with D Stoddard on how this is done for people who hold multiple positions.
Processes	<ul style="list-style-type: none"> • A running list of processes that need to be put in place will be maintained: <ul style="list-style-type: none"> o Salary Planning Process (as part of the annual budget preparation)

	<ul style="list-style-type: none"> ○ Hiring and Employee Orientations ○ Separation (Voluntary, Firing, Separation checklists) ○ Evaluations and Employee Development
Next Meeting	<p>Monday 01/12/2015 @ 6:30pm</p> <ul style="list-style-type: none"> • Review chart of people categories and benefits • Review Levels of Energy (Vital; Automatic; Sensitive; Conscious) • Subcommittee communication process • Preliminary project plan
Adjournment – MOTION	<p>MOTION: Barton moved, Stoddard seconded to adjourn the meeting at 8:25pm. Passed with 2 members present and voting.</p>
	<p>12/22/14 – Meeting date 12/23/14 – Draft/unapproved minutes posted on Town website 01/26/15 – Final/approved minutes approved 01/28/15 – Approved minutes sent to Town Clerk for recording & website posting</p>