

Town of Huntington — HR Subcommittee Meeting

Monday, February 23, 2015 — 6:30 pm

Huntington Town Office - Downstairs



RECEIVED [Signature]
DATE March 19, 2015

APPROVED MINUTES

<p>Agenda</p>	<ul style="list-style-type: none"> • Public Comment • Approval of Prior Minutes • Review Scope Diagram • Review Project Plan • Review & Finalize Questionnaire • Other/New Business
<p>Members present:</p>	<p>Nancy Stoddard (Chair), Dori Barton, Barbara Elliott, Roman Livak</p>
<p>Others present</p>	<p>n/a</p>
<p>Call to order</p>	<p>Stoddard called the meeting to order at 6:32 pm.</p>
<p>Agenda Review</p>	<ul style="list-style-type: none"> • Other/New Business Items: <ul style="list-style-type: none"> ○ Opt Out Health Insurance Recommendation ○ New Hire Checklist / Separation Checklist ○ Chittenden County Health Insurance Survey
<p>Public Comment</p>	<ul style="list-style-type: none"> • No members of the public attended or offered comment.
<p>Minutes from 01/26/2015 and 02/09/2015</p>	<ul style="list-style-type: none"> • MOTION - MINUTES: Livak moved and Barton seconded to approve the HR Subcommittee minutes from January 26, 2015 and February 9, 2015 as presented. Passed unanimously with all members present and voting.
<p>Scope Diagram</p>	<ul style="list-style-type: none"> • Consensus was to approve the diagram Stoddard presented.
<p>Project Plan</p>	<ul style="list-style-type: none"> • Consensus was to approve the project plan Stoddard presented with adjustments to dates based on rescheduled town employee interviews.
<p>Questionnaire / Survey</p>	<p><u>Next Steps / Action Items</u></p> <ul style="list-style-type: none"> • The draft survey was reviewed and will be updated by Elliott with changes as noted during the meeting. • Stoddard and Elliott will meet with Road Foreman Alger to review the questionnaire and update it with additional items based on that discussion. • Each member will update information from 2 towns with information gleaned from those town's Town Plans and Personnel Policies: <ul style="list-style-type: none"> ○ Barton: Monkton and Starksboro ○ Elliott: Huntington and Richmond ○ Livak: New Haven and Westford ○ Stoddard: Lincoln and Hinesburg <p><u>Draft Timeline / Action Items</u></p> <ul style="list-style-type: none"> • ASAP – Elliott to update the spreadsheet from meeting notes • ASAP – Stoddard will contact Hill/Hart to see if they are willing to assist in contacting towns – and if yes, to invite them to the 3/23 meeting • ASAP – Elliott to contact Moretown and Waitsfield about our survey and to request copies of their Town Plans and Personnel Policies • 2/23 – Employee Interview: Stoddard & Elliott meet with Alger to review the survey and discuss how to involve the Highway Department • TBD – Employee Interviews: Alger, Stoddard & Elliott to meet with Road Crew

	<ul style="list-style-type: none"> • TBD – Employee Interview: Stoddard & Elliott meet with AP/Payroll Clerk Keller-Butler TBD – Employee Interview: Stoddard to meet with Town Administrator Elliott • 3/13 – Deadline to update info for your towns from the Town Plans & Personnel Policies and send to Elliott • 3/16 – Deadline for Elliott to send compiled sheets back out to the committee • 3/17 – Committee Meeting from 5-7pm. Agenda will be to walk through the data collected, note any problems and additional questions, etc. • 3/19 – Updated survey template sent to Interviewers • 3/23 – Committee Meeting with Interviewers from 12:30-2 to finalize survey • 3/30 & Month of April – No Meetings • 5/1 – Completed survey information returned by Interviewers, compiled and sent out to committee for review • 5/11 – Meeting with Interviewers to review data collected • 5/25 – Finalize recommendations to make to the Selectboard • 6/1 & 6/16 – Present results and recommendations to the Selectboard
Opt Out Insurance Recommendation - MOTION	<ul style="list-style-type: none"> • MOTION – OPT OUT INSURANCE COMPENSATION: Livak moved and Barton seconded that the HR Subcommittee present a recommendation on 3/2/2015 to the Selectboard that in the event the new Town Treasurer has a certificate of alternate health insurance and elects to opt out of the Town’s health insurance package, the Opt-Out Insurance compensation amount be set at \$1,000 for the remainder of the current fiscal year (4 months). Passed unanimously with all members present and voting.
Other Items	<p>Data Collected</p> <ul style="list-style-type: none"> • Livak presented a grid with the population, grand list, operating budget and road miles numbers for each of the survey towns. • Elliott distributed copies of the 2015 Chittenden County Health Insurance Survey. <p>Other Information</p> <ul style="list-style-type: none"> • With the upcoming Town Treasurer change, Elliott is working on a New Hire Checklist and a Separation Checklist to ensure we cover (and document) all the steps necessary for smooth transitions. Stoddard offered to review/assist.
Adjourn	<ul style="list-style-type: none"> • Livak moved and Barton seconded to adjourn the meeting at 8:20 pm. Passed unanimously.
	<p>02/23/15 – Meeting date 02/24/15 – Draft/unapproved minutes distributed and posted on website. 03/17/15 – Final/approved minutes approved 03/19/15 – Approved minutes sent to Town Clerk for recording & website posting</p>