

Town of Huntington — HR Subcommittee Meeting

Monday, March 17, 2015—5:00 pm

Huntington Town Office - Downstairs



APPROVED MINUTES

RECEIVED *[Signature]*  
DATE *June 22, 2015*

<p><b>Agenda</b></p>	<ul style="list-style-type: none"> <li>• Public Comment</li> <li>• Approval of Prior Minutes</li> <li>• Review results from Town employee interviews</li> <li>• Review &amp; finalize multi-town questionnaire</li> <li>• Determine next steps for interviewing towns via phone</li> <li>• Other/New Business</li> </ul>
<p><b>Members present:</b></p>	<p>Nancy Stoddard (Chair), Dori Barton, Barbara Elliott, Roman Livak</p>
<p><b>Others present</b></p>	<p>n/a</p>
<p><b>Call to order</b></p>	<p>Stoddard called the meeting to order at 5:08 pm.</p>
<p><b>Public Comment</b></p>	<ul style="list-style-type: none"> <li>• No members of the public attended or offered comment.</li> </ul>
<p><b>Minutes from 02/23/2015</b></p>	<ul style="list-style-type: none"> <li>• <b>MOTION - MINUTES:</b> Livak moved and Barton seconded to approve the HR Subcommittee minutes from February 23, 2015 as presented. Passed unanimously with all members present and voting.</li> </ul>
<p><b>General Updates</b></p>	<ul style="list-style-type: none"> <li>• Stoddard reported that the conversation she had with the Library Trustees was very positive. They are interested in the work the HR Subcommittee is doing and would like to collaborate with the committee. They are interested in seeing data on library employees.</li> <li>• Stoddard will email the Library personnel policy to committee members.</li> </ul>
<p><b>Employee Interviews &amp; Survey updates</b></p>	<ul style="list-style-type: none"> <li>• Comments from employees for items to add to the survey included:                         <ul style="list-style-type: none"> <li>○ Are employees unionized?</li> <li>○ What is the process for review &amp; sign-off of AP/Payroll (does a 2<sup>nd</sup> person proof the warrant before it actually gets processed &amp; checks printed)?</li> <li>○ Who is authorized to sign checks?</li> <li>○ For part-time employees – how are benefits calculated (by hours worked, full time equivalency, etc?)</li> </ul> </li> <li>• Elliott will proof Huntington responses and eliminate any specific names referenced.</li> <li>• Elliott will confirm if Keller-Butler had any additional comments</li> <li>• Ask towns to note differences between what their policies state and what they actually do</li> <li>• Elliott will add in lines for capturing: current salary/hourly rate; previous year's salary/hourly rate; Total pay (including OT, merit) for 2014</li> </ul>
<p><b>Survey Next Steps</b></p>	<ul style="list-style-type: none"> <li>• Elliott will update the survey questionnaire</li> <li>• Elliott will email to all the survey towns (excluding Bolton, who will get the findings but isn't really participating in the actual survey)</li> <li>• Elliott will make initial calls to let the contact people know the email has been sent; ask if they have any questions; and let them know she will contact them the week of 4/6 for follow-up or that they can email her with questions in the interim</li> </ul>

<p><b>Other Items</b></p>	<p><b>Road Crew Hiring – Upcoming Retirement</b></p> <ul style="list-style-type: none"> <li>• Currently the Town does not have a formal hiring procedure/process</li> <li>• The HR Committee will meet with Alger to discuss developing the process for hiring Road Crew personnel on Monday 3/23 (8am-9am).</li> </ul> <p><b>Miscellaneous - Bolton</b></p> <ul style="list-style-type: none"> <li>• Bolton will not be completing the survey; they are interested in the results.</li> <li>• Elliott will ask Sharron Murray from Bolton for a copy of their Driveway Permit Application.</li> </ul>
<p><b>Adjourn</b></p>	<ul style="list-style-type: none"> <li>• Livak moved and Barton seconded to adjourn the meeting at 6:17 pm. Passed unanimously.</li> </ul>
	<p>03/17/15 – Meeting date  03/20/15 – Draft/unapproved minutes distributed and posted on website.  06/08/15 – Final/approved minutes approved  06/19/15 – Approved minutes sent to Town Clerk for recording &amp; website posting</p>