

Town of Huntington —HR Subcommittee Meeting

Monday, June 22, 2015—7 pm

Town Office - downstairs

APPROVED MINUTES



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July 20, 2015

<p>Agenda</p>	<ul style="list-style-type: none"> • Public comment • Approval of minutes from previous meetings • Next steps for compensation survey • Other Business
<p>Members present:</p>	<p>Nancy Stoddard (Chair), Roman Livak, Barbara Elliott (Town Administrator)</p>
<p>Members absent:</p>	<p>Dori Barton</p>
<p>Others present</p>	<p>none</p>
<p>Call to order</p>	<p>Stoddard called the meeting to order at 6:58 pm</p>
<p>Public Comment</p>	<p>No members of the public attended or presented comment.</p>
<p>Approval of minutes - MOTION</p>	<p>MOTION: Livak moved and Stoddard seconded to approve the minutes from June 8, 2015. Passed unanimously with 3 members present and voting.</p>
<p>Previous Meeting Follow-up</p>	<ul style="list-style-type: none"> • Stoddard reported that she sent the proposed incident reporting form that had been approved by the Selectboard to Animal Control Officer (ACO) Pam Alexander and Health Officer (HO) Stefan Jacobs. The request is that the incident reporting form would be completed monthly and sent to the Town Administrator to include in the Selectboard’s meeting packet. • Alexander had no proposed changes to the form and is on board with filling it out for incidents she handles either by telephone or direct visit. • Stoddard has not heard back from Jacobs.
<p>Compensation Survey</p>	<p><u>Priorities for the HR SubCommittee (recommendations to be made to Selectboard)</u></p> <ul style="list-style-type: none"> • Provide employees information on their total compensation • Establish pay ranges for each position – requires updated Job Descriptions • Review and recommend to the Selectboard any proposed changes to the Town’s current Health Benefit offering • Resolve overtime calculation discrepancy between the Personnel Policy and long standing practice • Review, clarify and, if needed, recommend to the full Selectboard any Personnel Policy changes around paid leave time usages/calculation for sick time, vacation time, and holiday time. <p><u>Critical Survey Information Needed (Simplified Survey)</u></p> <ul style="list-style-type: none"> • Total Compensation • Health Benefits Offered • Pay/Salary • Job Descriptions
<p>Work Plan</p>	<ul style="list-style-type: none"> • Prior to the meeting, Livak updated the HR SubCommittee Work Prioritization Plan with target due dates and updated definitions/recommendations. • Stoddard developed a project plan with milestones and timelines for the top HR Committee priority, which is the HR Compensation Analysis.

	<ul style="list-style-type: none"> • The Committee reviewed the timeline and task assignments. • Committee members agreed to the project plan task assignments and target due dates.
Action Items / Next Steps	<ul style="list-style-type: none"> • Stoddard will update the project plan to add a final step of updating the Personnel Policy, as needed, based on policy/process changes adopted by the Selectboard. • Elliott will send copies of the current Job Descriptions to Stoddard. • Stoddard will draft, and send to committee members, a script for simplified telephone survey calls to towns. • Elliott will send committee members the contact information for the towns to be surveyed. • Stoddard will communicate HR Committee updates to other Town staff (Road Foreman, Road Crew, and AP/Payroll Clerk). • Elliott will add "Determine how Selectboard integrates with other Committees-Boards-Commissions" to the Selectboard Top-level Work Prioritization spreadsheet. • Elliott will update the HR Subcommittee Work Prioritization sheet based on the meeting notes. • Stoddard will check with VLCT on the implication and possible risk to the Town of not having a nepotism clause in our personnel policy. This is in response to a message posted by the Middlesex Town Clerk on the Municipal Clerk-Treasurer list serve that said: <i>"Does anyone have a procurement policy that includes a nepotism clause I could model? Our FEMA grant was audited and we'll never get another one if we don't approve such a policy by 7/31."</i> • HR Subcommittee meetings will be held the 2nd and 4th Mondays of each month.
Next Meeting	Monday, July 13 @ 7pm at the Town Office (downstairs).
Adjournment – MOTION	MOTION: Livak moved and Stoddard seconded to adjourn the meeting at 7:50 pm. Passed unanimously with 3 members present and voting.
	06/22/15 – Meeting date 06/22/15 – Draft/unapproved minutes posted on Town website 07/14/15 – Final/approved minutes approved 07/15/15 – Approved minutes sent to Town Clerk for recording & website posting