

PERSONNEL BOARD, TOWN OF STERLING

MEETING MINUTES

BUTTERICK MUNICIPAL BUILDING

September 16, 2013

The meeting was called to order at 6:40 PM by Chairman Jed Lindholm.

1. ADMINISTRATION

- a. **Board Membership:** Recently appointed new member Karen Gaylord was welcomed to the Board. The chairman explained that Melissa Chalmers will be unable to serve on the Board because she is classified as a Temporary Employee.
- b. **Roll Call:** Present were Board members Karen Gaylord, Bruce Baker, Weymouth Whitney, Jed Lindholm and HR Administrator Don Jacobs.
- c. **Minutes:** Minutes of the August 19, 2013 open meeting were approved unanimously upon a motion by Weymouth Whitney seconded by Jed Lindholm. Minutes of the August 19, 2013 executive session were approved unanimously upon a motion by Weymouth Whitney seconded by Jed Lindholm.
- d. **Next Meeting:** October 7, 2013 at 6:30 PM.

2. BOARD ACTIONS/POLICIES

- a. **Board Goals:** The Board reviewed 2014 goals suggested by Jed Lindholm in his e-mail to Don Jacobs dated June 25, 2013: Workforce Measures; Customer/Citizen Satisfaction Process and Feedback; Workforce Communication; Compensation Study; and Movement Towards a Municipal Merit System. It was noted that development of a merit compensation system is a long term goal that is likely to take several years and that workforce measures refer to HR measures only, for example number of grievances, number of training programs, number of HR Administrator contacts with individual employees. They do not refer to a department's services or activities. The importance of good HR communications with employees was stressed, including focus on programs to reward long-term employees.

3. HR ADMINISTRATOR'S REPORT

- a. A 1 ½ hour harassment training program was conducted by MIIA for fifteen employees, including all department heads. The program was conducted for ten DPW employees last month. Most Town employees have now attended the harassment training program.
- b. Affordable health care and employee access to it was reviewed.
- c. Town employees are currently barred by the Personnel Bylaw from serving on the Personnel Board. This includes stipend and temporary employees. Should this requirement be reviewed for possible revision?

4. EXECUTIVE SESSION

At 7:39 PM, the Chairman stated that The Personnel Board would be convening in executive session in accordance with M.G.L. Chapter 30A, Section 21 (a), Clause 3 for the purpose of discussing issues

pertaining to collective bargaining, and that the Board does not intend to return to open session at the conclusion of the executive session.

A motion was made by Karen Gaylord that the Board convene in executive session for the purpose of discussing issues pertaining to collective bargaining, and she further moved that the Board not reconvene in open session at the conclusion of the executive session.

The motion was seconded by Weymouth Whitney.

Chairman Lindholm called for discussion on the motion. Hearing none, he stated that the Board would proceed to a roll call vote on the motion.

Roll call was held. Present were Jed Lindholm, Karen Gaylord, Weymouth Whitney, and Bruce Baker. Karen Gaylord voted "yes." Weymouth Whitney voted "yes." Bruce Baker voted "yes." Jed Lindholm voted "yes." The vote in favor was unanimous.

The Chairman stated: "The Board will now be convening in executive session and will not reconvene in open session afterwards. Will the people who are not participating in executive session please leave the room."

Respectfully submitted

Bruce Baker, Clerk