

PERSONNEL BOARD, TOWN OF STERLING
MINUTES OF MEETING

November 6, 2014

BUTTERICK MUNICIPAL BUILDING, Room 205

CALL TO ORDER. The meeting was called to order to 5:06 PM by Chairman Jed Lindholm

- 1. ROLL CALL:** Present were Personnel Board members Weymouth Whitney, Bruce Baker, Jed Lindholm and David Shapiro, and HR Administrator Don Jacobs.
- 2. MINUTES APPROVAL:** Minutes of the October 6, 2014 were approved unanimously upon a motion by Weymouth Whitney seconded by Jed Lindholm.
- 3. REPORT OF THE HR ADMINISTRATOR:**
 - a. A meeting with appointing authority boards to discuss the latest draft of the Employee Handbook will be held on November 18 at 7:00 PM.
 - b. The Handbook is an important step in creating clear guidelines for administering personnel that will help standardize personnel practices and ensure consistency in applying them.
 - c. The HR Administrator is working with the Insurance Advisory Committee to get health insurance plan bids for 2015. The current plan is through MIIA. Creation of health insurance savings accounts is also being discussed.
- 4. NEW BUSINESS:**
 - a. The Board discussed an agenda item for the Board of Selectmen's November 5 meeting concerning elimination of the position of HR Administrator. It was removed prior to the meeting. The Personnel Board expressed great concern that such an item would appear on the Selectmen's agenda without discussion with the Board beforehand. Chairman Lindholm is in communication with members of the Board of Selectmen on the issue.
 - b. Town Counsel has been reviewing the latest draft of the Employees Handbook and is nearly done. Feedback from Board and employees has been positive to date.
 - c. The Board reviewed a proposal from the Compensation Task Force - consisting of Bill Tuttle (DPW Superintendent), Anne Cervantes (Treasurer), Jed Lindholm (Personnel Board), and Jaap Vermeulen (Board of Library Trustees) – to create a process for granting employee recognition awards. The largest award would be \$500, with \$300 probably being the average. The proposal was approved unanimously on a motion by Weymouth Whitney seconded by Bruce Baker.

- d. As part of the annual compensation review, the Board discussed a “compensation ratio” spreadsheet that highlighted positions paying below benchmark market rate and therefore considered to be not competitive with other communities. Excluding the Recreation Director, the total cost of bringing these salaries to a competitive level in FY 2016 would be \$17,940. The current salary of the Recreation Director is estimated at \$5,888 below benchmark market rate.
 - e. An information packet on a salary administration system was distributed for discussion at the next meeting.
 - f. A process for granting a domestic violence leave procedure based on state law is being considered for addition to the Employee Handbook. It was noted that a document containing policies will be developed separate from the Handbook.
 - g. The Personnel Bylaw Committee has met and suggested a few minor changes. Town Counsel is reviewing them.
5. **NEXT BOARD MEETING.** Special meeting with appointing authorities is November 18 at 7:00 PM. Next regular meeting is December 1, 2014 at 6:30 PM.

Respectfully submitted

Bruce Baker, Clerk