

Personnel Policy Committee

Minutes, April 18, 2016, 3:00-5:00 p.m.

Julie Potter, Chair; Laura Hill-Eubanks; Bonnie Waninger, Executive Director, Tina Ruth, Secretary

Julie called the meeting to order at 3:11 p.m. Bonnie was testifying at the State House, and joined us at about 4 p.m.

No members of the public attended, so there were no comments.

On motion of Laura, seconded by Julie, the minutes of the April 11, 2016 meeting were approved. Tina abstained as she had not attended the meeting.

We completed the review of the full draft of the Personnel Policy Manual, beginning with section 5.6, Professional Development and ending with the final section, 14.3, Exit Process. Bonnie made a few comments that she had left with Julie, and that we accepted. In section 11.4, Workplace Violence Policy, we deleted the first sentence under Risk Reduction Measures, regarding background investigations of potential employees. We made a very few other mostly typographical corrections, which Julie will revise accordingly.

We agreed that the job descriptions will be in the appendix attached to the policy Manual and thus will be able to be amended and updated without re-adopting the entire Manual. We also agreed that job descriptions should be adopted before the rest of the Manual, to facilitate staff goals and objectives for the upcoming fiscal year.

Julie will draft a memo to the Executive Committee noting the major changes to the job descriptions, the theories on which they are based, and the goals that they are intended to address. The memo may be used to introduce the job descriptions to staff for their review.

Bonnie will coordinate staff review of the entire Personnel Policies Manual prior to submission to the Executive Committee. Bonnie will convey staff comments to the Personnel Policies Committee by May 19 or 20.

Bonnie will try to schedule Executive Committee consideration of the job descriptions and rest of the Personnel Policies Manual in May or June, recognizing that the Executive Committee has full agendas.

We agreed to meet again on Monday, May 23, 2016, from 3:00 to 5:00 p.m.

Respectfully submitted, Tina Ruth, Secretary
4.18.16