

CENTRAL VERMONT REGIONAL PLANNING COMMISSION
Personnel Policy Committee
Minutes
March 27, 2017

Committee: Julie Potter (Chair), Laura Hill-Eubanks, Tina Ruth
Staff: B. Waninger

Call to Order

Chair J. Potter called the meeting to order at 3:00 pm.

Adjustments to the Agenda

B. Waninger requested to add a review of how the policies address the Executive Director and compensatory time.

Public Comment

None.

Approve February 27, 2017 Minutes

L. Hill-Eubanks moved to approve the February 27, 2017 minutes as presented; J. Potter seconded. Motion carried.

Executive Director Compensatory Time

The Committee discussed whether the Executive Director position should be treated differently than other staff positions based on the position requiring more than 40-hours per week. The Committee requested Waninger draft language to revise Sections 2.3 and 3.8 and seek attorney review prior to having the Executive Committee review language for adoption.

Review Responses to Personnel Policy Questions

The Committee reviewed the attorney's responses. It divided the issues into 1) items it could address, 2) items it could redraft with attorney review, and 3) items requiring additional information from the attorney. J. Potter volunteered to draft language for the first two. The Committee requested an attorney review of the full document be added to the FY18 budget.

Review Sample Policies

The Committee reviewed sample policies and discussed how the Commission might want to modify the samples. It requested the Finance and Office Manager explore the Commission's automotive liability coverage in relation to employees using personal vehicles.

Next Steps – Next Meeting Date

The Committee's next meeting was scheduled for April 19, 2017 at 3 pm.

Adjourn

L. Hill-Eubanks moved to adjourn at 5:15 pm; T. Ruth seconded. Motion carried.

Respectfully submitted,
Bonnie Waninger, Executive Director