



Central Vermont Regional Planning Commission
PERSONNEL POLICY REVIEW COMMITTEE AGENDA

Thursday, March 12, 2020

10:00 – 11:30 am

CVRPC Office
29 Main Street, Suite 4, Montpelier

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| 10:00 | Call to order |
| | Changes to agenda |
| | Public comment |
| 10:05 | Minutes |
| 10:10 | Discuss Emergency Provisions |
| 10:25 | Discuss Initial Sections and Attorney Review <ul style="list-style-type: none">• Welcome Letter• Acknowledgement Form• 1.0 Introduction• 2.0 Employment• 3.0 General Work Conditions |
| 11:25 | Next Steps <ul style="list-style-type: none">• Next Meetings• Research Topics• Sections for Review |
| 11:30 | Adjourn |

CENTRAL VERMONT REGIONAL PLANNING COMMISSION

Personnel Policy Committee

DRAFT Minutes

February 21, 2020

Committee: Julie Potter, Steve Lotspeich, Michael Gray

Staff: Bonnie Waninger

Call to Order

Chair J. Potter called the meeting to order at 10:07 pm.

Adjustments to the Agenda

None.

Public Comment

None.

Appoint Chair

S. Lotspeich moved to appoint Julie Potter as Chair; M. Gray seconded. Motion carried.

Review Objectives for This Update

Chair Potter noted the update was intended to address comments received from CVRPC's attorney, changes to state law, and other issues that have risen since the last update.

Review List of Issues Raised by Attorneys / Other Parties

B. Waninger reviewed differences between policies, procedures, and guidance. The Committee invested time reviewing examples from the current document and considering how the update might best provide a policy. The Committee also reviewed a topics list prepared by Potter for the meeting.

Identify Issues That Require Additional Research

The Committee identified several issues that require additional research: marijuana (addressing state and federal law), compensatory time policy, wage range updates, and benefits summary.

Assign Initial Tasks

Staff will provide examples of how other RPCs have address differences between state and federal law related to marijuana. Staff also draft language related to compensatory time policy changes, research wage ranges (VAPDA survey, VLCT survey, CCRPC compensation study, State

of VT positions), and update the Summary Description of Benefits. Staff will request legal citations from the attorney regarding changes to VT law.

Staff will add line numbers to the current policy document, fix the pagination, and fix the Table of Contents.

Schedule Next Meeting

Waninger will request that Chartrand poll the Committee for next meetings the week of March 9 and March 23.

Agendas will include:

Week of March 9	Section 1-2 of the current manual
Week of March 23	Job descriptions, wage range (if CCRPC study available), benefits summary, compensatory time language

Adjourn

M. Gray moved to adjourn at 11:30 am; S. Lotspeich seconded. Motion carried.

From: **Julie Potter** julianapotter@yahoo.com
Subject: Re: personnel policy update - new issue to consider
Date: March 6, 2020 at 9:31 AM
To: **Bonnie Waninger** waninger@cvregion.com

Hi Bonnie,

Are there any recommendations (e.g., insurance company, VLCT, government) for such policies? Board committees work fastest when they are reviewing, not writing, language.

Given the urgency for having interim policies, I recommend bypassing the Personnel Policies Committee and taking standalone language straight to Exec. The Personnel Policies Committee could follow up afterwards to integrate them into the PP.

PPs generally deal with routine issues. Emergencies are not routine. Maybe we need something simple in the PP that says in an emergency we may adopt alternate operational practices in accordance with our Continuity of Operations Plan and/or public health or emergency management recommendations.

The attorney has advised us several times to be less prescriptive in some of our policies. It seems to me that details on providing office supplies in an emergency is rather prescriptive. Maybe we empower the ED to do what makes sense in an emergency? Or have an emergency meeting on Exec to do so?

Just my two cents,
Julie

On Mar 6, 2020, at 1:03 AM, Bonnie Waninger <waninger@cvregion.com> wrote:

Hi Julie,

As you and the Committee think through changes to the Personnel Policy, I'd like us to consider language related to extraordinary conditions that would cause us to put aside our policies.

Grace has begun drafting an organizational Continuity of Operations Plan to help us think through the issues and develop our plan. The impetus is the Coronavirus pre-planning. CVRPC will need to consider a variety of issues. Two to consider for the Personnel Policies are:

- Office Closure – Policy built around weather events. What are our closure triggers for health events?
- Flexible Working Arrangements – Policy built around employee requests. What happens when the employer requests it? Consider need for computer, printer, paper, insurance, file/server safety, etc.

The Personnel Committee may want to bump some of these items forward so that we can put draft practices in place in the next 30 days.

Thank you

Bonnie

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