CVRPC Personnel Policies Committee

December 15, 2014, Final Minutes

Julie Potter, Chair; Laura Hill-Eubanks; Tina Ruth, Secretary

Julie called the meeting to order at 3:10 p.m.

The agenda was not changed and was approved, there was no public comment, and the minutes of the last meeting, November 24, 2014, already incorporating a change Julie had recommended by email, were approved.

We discussed the unidentified staff responses to the survey Julie had developed to get their input on the present CVRPC Personnel Policies, and their suggestions for changes. The points we noted were:

 1. 2 replies said they wanted staff input into the hiring of a new Executive Director;

 2. there were different opinions about whether to include job descriptions and salary structure in the policies;

 3. one person raised the issue of CVRPC providing disability insurance

 4. professional development money was requested, not necessarily full tuition, and not

 necessarily a full course

In addition, we discussed identifying external sources for expense reimbursements amounts for travel and meals; whether to offer life insurance; consideration of reviewing the vacation policy; and how to handle the extra workload that arises from time to time. No decisions were made.

We then addressed Julie’s draft Personnel Policy Manual, got through the top of page 7, Compensatory Time and Overtime. Julie will make revisions based on our discussion.

We agreed to write comments on our own drafts and be prepared to discuss the remainder of this draft.

Julie will keep drafting the sections listed on pages 13-15, and send them to us. We will go through the Contents when we have finished revising the draft.

Next meeting: Monday, January 12, 3-4:30 pm, at CVRPC.

Respectfully submitted, Tina Ruth, Secretary