

CVRPC Personnel Policies Committee
October 20, 2104, 3:00 - 4:50 p.m.
Julie Potter, Chair; Laura Hill-Eubanks; Tina Ruth, Secretary

Julie called the meeting to order and was chosen to serve as Chair. Tina agreed to take minutes of our meetings.

Although the Commission did not give the Committee a formal charge, time frame, or set priorities, we agreed to try to complete our work by the end of the current fiscal year, on June 30, 2015.

In calling the meeting and setting the agenda, Julie had asked that we all read the CVRPC Personnel Policies, and look over the chart she provided us that lists the topics addressed in the eleven RPC personnel policies, and the pages where they were found in each document that addressed that topic.

We agreed to review the chart in detail and pick out the commonly addressed topics.

We agreed to meet with the Executive Director and Office and Grants Manager soon, and to seek staff input early in the process, but after we had a first draft of some sections particularly relevant to them for them to review. We will offer staff the opportunity to comment anonymously if they wish.

We agreed to start work on uncontroversial issues, and hope for buy in and support, before tackling more difficult topics. We plan to develop a Table of Contents early on. We also hope to develop a coherent, logical order of topics.

We decided to meet again on Monday, November 24, at 3 p.m., at the CVRPC office. In preparation for that meeting, Julie will draft a Purpose section, and an outline of the topics we might take on, an order for doing so, with some questions and comments about them.

Laura will research the legal standards for and definitions of exempt and non-exempt employees.

We will all look at the employment block of topics on the chart, check out some other RPC policies on the various employment topics, and take up the employment block after the Purpose statement.

Respectively submitted, Tina Ruth, Secretary
10.20.14