

Old Colony Planning Council

Personnel Committee Meeting Minutes

Monday, December 7, 2020 7:00 PM Via zoom conferencing

Agenda

The Chair of the Personnel Committee is vacant due to the resignation of Bob Moran. In lieu of Chair, President Christine Joy welcomed everyone and opened the meeting.

Roll:

Present –

- Steven Santeusanio
- Lee Hartmann
- Jeanmarie Kent Joyce
- Christine Joy
- Doug Sylvestre

Unable to attend:

- Frank Staffier
- Eldon Moreira
- Sandra Wright

Staff Present:

- Mary Waldron
- Charles Kilmer

Election of a Chair

President Joy asked if Steven Santeusanio would be interested in the Chair of the Personnel Committee. Steven asked what is entailed in the role. Christine explained that the role is an administrator of the meeting. Mary pulls the agenda together and the role of the chair is to follow the agenda and engage people in discussion. Facilitating the meeting is a key role along with making sure that conversations are respectful. Steven agreed to take on the Chair of the Personnel Committee.

Christine Joy made a motion to appointment Steven Santeusanio as Chair. Lee Hartmann seconded.

Roll Call Vote:

- Steven Santeusanio, Approved
- Lee Hartmann, Approved
- Jeanmarie Kent Joyce, Approved
- Christine Joy, Approved

- Doug Sylvestre, Approved

The motion was unanimously approved.

Christine Joy turned the meeting over Chair, Steven Santeusanio.

Review current Personnel Policies.

- Mary created a SharePoint Drive that has documents relating to the existing Personnel Policy and suggested revisions by Lee Hartmann and Christine Joy. Unfortunately, members had difficulties accessing. Mary will work on getting access but will send out the documents.
- Mary reviewed a document that Charlie Kilmer prepared for consideration (see below). It includes state law, federal law requirements and some comparison to other regional planning commissions.

Introduction and Welcome (MVPC)

EEO / Affirmative Action (MAPC)

Sexual Harassment Policy

Paid Family Medical Leave Act (PFMLA) January 1, 2021

Background Checks (CORI and SORI) (SRPEDD)

Remote Telework Policy (SRPEDD) OCPC has created one based on Barnstable County.

Electronic and Internet Policies (MAPC)

Professional Development (MAPC)

Performance Evaluations (SRPEDD) OCPC created a 6mth and a one year evaluation.

Code of Conduct (SRPEDD, MVPC)

- Paid Administrative Leave?

Political Activity (MAPC, SRPEDD)

- PCPC and OCPC MOU - should be included in policy

Bylaws – Mission Statement – Strategic Plan (onboarding) MVPC - welcome

- Yearly Conflict requirements

Discipline Policy and Provisions (SRPEDD)

Reference Policy (SRPEDD and MAPC) **

Vacation carry over or pay out at separation (OCPC is 210 hours, MVPC is 210 hours, SRPEDD is 76 hours (PTO), MAPC is up to 50 days)

This year we had four employees: Pat Ciaramella, Patrick Hamilton, Bruce Hughes and Jimmy Pereira)

Sick Time carry over or pay out at separation (OCPC is 910. MVPC has no defined accrual cap but there is no pay out, MAPC accrual cap is 575 hours and there is not pay out?)

A question from Steven Santeusanio asked if there is any language to pay the employee in installments so the financial burden is not felt.

Mary answered that our current policy does not allow for installments. Charlie responded that the other RPA's language is vague. Current policy is non-descript and vague. It could be

something that could be worked out with the employee and the Executive Director/Personnel/Finance committee.

Charlie further weighed in for further clarification in order to received sick day funding. An employee would have to pass two tests:

1. At least 25 years
2. Retire from OCPC

Lee Hartmann asked a follow up questions in how many employees would qualify? Charlie is within 3 months of 25, Lila Burgess has 23 year, Bill McNulty has 20 years and Ray Gaurino is close too. The good news is that we are talking about 3-4 people right now.

Lee Hartmann wanted to go back to up top and where the language says bylaw. Does it belong here? **Bylaws – Mission Statement – Strategic Plan (onboarding) MVPC - welcome**

Charlie Kilmer answered that it is more for onboarding and to get the environment and values on the organizations. It is helpful to the incoming employee. It is in some of the other regional planning agency's policies.

MAPC

Vacation

Employees must use vacation credits no later than the next benefit year after they are accrued. Employees may accrue no more than two years' vacation credits (21 to 50 days depending on rate of accrual) (50 days = 375 hours)

Sick

Sick leave with pay accrues at the rate of 9.375 hours (1.25 days) per month for regular employees who work a full-time work week of 37.5 hours, with a maximum accumulation of 525 hours (70 days). Regular employees who receive pay for more than 80% of their standard work schedule in a month will accrue sick leave credit for that month. Employees who have a negative balance of accrued sick leave at termination will have this amount deducted from vacation time before calculation of accrued leave for final pay purposes.

MVPC

Vacation

No employee may carry a vacation time balance in excess of 210 hours into a new benefit year without approval of the Executive Director and the Personnel Committee. Any unused vacation time balance in excess of 210 shall be forfeited upon expiration of the benefit year. Existing accrued but unused vacation time, if any, shall be paid out upon termination of employment.

Sick

Regular full-time employees are credited with a maximum of eighty-four (84) hours of sick time per benefit year accrued at the rate of (1.38) hours of sick time for every thirty (30) hours worked. Accrued but unused sick time, if any, shall not be paid out upon termination of employment. New employees may not use sick time until they have completed ninety (90) days of employment with MVPC.

SPREDD

Paid Time Off (PTO)

Employees can carry over the equivalent of two (2) weeks of unused Paid Time Off into the next fiscal year, which must be used by December 31.

The revised PTO policy, adopted June 27, 2018, will go into effect July 1, 2018, enabling employees to move toward compliance with new two-week PTO carryover limit over a period of three years, per phased implementation schedule as approved by the Personnel Committee in consultation with staff, and adopted by members of the SRPEDD Commission (Attachment III).

Personal time off; MAPC MVPC - Personal time?

Charlie Kilmer talked about the gray area as we navigate through the personnel policies is the weeks vs days vs hours. Should be consistent.

Doug Sylvestre asked a question – With personnel files are there every any audits and paperwork to be certain that they are up to date? Is it annual or bi-annually?

Charlie Kilmer replied that CORI is just on hiring. No recurring CORI checks.

Lee Hartmann –The town of Plymouth – one CORI occurs at the time of hire.
Mary mentioned that we keep those documents on file in a single file in Brenda's office.

Jeanmarie Kent Joyce mentioned that the AAA may need to be more stringent. School every three years, church settings every year. Nursing homes.

Elderly used to be every three years. Mary will ask Lila and David for their input and will report back to the Personnel Committee.

Jeanmarie followed up with an additional question about who decides what standards is sufficient – if a person is at risk?

Mary explained currently Lila sends the CORI request and a simple statement comes back. No details. Lila also runs CORI's for her volunteers when they were going to the nursing homes, they were undergoing a CORI.

Doug Sylvestre followed up that he knows that CORI's will show anything up to 7 years and there are two types: a basic or an MVR1 - a statement saying no CORI available or a listing of offenses will be listed.

Jeanmarie Joyce mentioned that do we just want it for Massachusetts or other states as well.

Charlie mentioned that they should be nationwide. What is the litmus test - this is the question for the Personnel Committee for defining what should be included in the Personnel Policy that will be revised and adopted as part of the hiring process. It will protect the agency.

Jeanmarie mentioned that it should be equitable and fair at the same time.

Lee Hartmann mentioned that we need to be cautious as we move forward. Just because it is in there, the potential employee may not have been convicted.

Charlie mentioned that we will check with SRPEDD to get their rationale.

Doug mentioned that language can be added such as hiring based upon your CORI.

Pay hours

OCPC 37.5 but we get paid for 35 (MAPC, SRPEDD and MVPC) * history, lean times rolled back to 35. Do we have the funds to roll back? SRPEDD flex time. Can regulate flexibility, but responsibility?

- What are the hours of our communities Town Halls/City Hall? DPW – 7:30 – 3pm
- Is there a minimum number of days to be in the office?

There were many documents with various suggestions. Mary will pull together all of the suggestions and have for the next meeting to review and then make suggestions. The idea was to get everyone on the Committee access to SharePoint.

We then took a look at the suggestions of staff (Joanne and Laurie's version) reviewed some of their comments.

Mileage should be clear.

No alcohol

Lee Hartmann wanted to review a list of items that seemed to be missing:

- Discipline of the Executive Director. There is a statement for staff, but nothing for the Executive Director. Hiring or removal process. Who does that?
- Probationary time. Typically a 30 day.
- MVPC – a definition of exempt and none- exempt. It is defined. Who is important
- Timesheets with an allotment
- How much vacation time you can take at a time. A little as an hour. Define would be important.
- Employee assistance program. Mass4U – statewide program.
- Workplace violence
- 910 hours of sick time. We have employees who have been working under certain rules. If you are 20 years or more, what is a fair way to deal with this? If you are 18-20 a different tier and new hires. A yearly buy back of sick time could be given so that it is a small financial burden.
There are some people who do not have a lot of sick time as they use it. Charlie did a calculation of the time.
- Lee suggests that Mary and the staff who are
- Social media should be included – a little difficult but necessary.

Steve Santeusanio asked a question –if there anything in the bylaw or elsewhere where someone who is at a certain salary and an outside vendor makes an offer to the employee for more money. The employee is valuable to the organization. Is there any wiggle room to offer a financial match to keep that employee – eliminating re-training.

Mary said that there is no policy in place that addresses this matter. She meets in person with managers. It is a conversation through her role as ED to understand where employees are.

Mary gave an example of Joanne potentially leaving. Looking at budgets. My manager's style is to help our employees prepare for their next job.

We have the evaluation tool.

What is the succession plan? We need to sustain ourselves.

My vision is to make sure that our employees all feel valuable.

Mary indicated that she would like to have a

Christine – just imploding the bylaws? Using one of the existing bylaw and using Steven supports this effort.

Mary mentioned that Merrimack Valley Planning Commission has been recently (just over a year ago) that adopted their personnel policy and reviewed by legal counsel.

Lee has a couple concerns about MVPC's dress code and fraternization part in their policy that we should stay away from.

Mary will start with the best of all, put them into one document and then run through it one more time. Next meeting will be get us to the point of one document to work on.

Lee asked if I had anything on Exempt and non-exempt employees. There is a test of what makes a position fits into the category.

New business: None

Other business: None

Lee Hartmann made a motion to adjourn, seconded by Steven Santeusanio