



**Old Colony Planning Council Personnel Committee Meeting**  
**January 23, 2024 11:00am**  
**Via ZOOM Conferencing or In Person**

**Video:** <https://zoom.us/join>

**Meeting ID:** 847 7591 4996

**Passcode:** 055152

**Phone:** +1 (470) 250-9358

**Meeting ID:** 847 7591 4996

**Passcode:** 055152

## MINUTES

1. Meeting was **called to order** by Chair, Steven Santeusanio, at 1:00pm
2. **Accessibility Statement** was read
3. **Roll Call:** Steven Santeusanio, Lee Hartmann, Becky Coletta, Christine Joy
  - a. OCPC Staff: Mary Waldron, Brenda Robinson, Charles Kilmer, Megan Fournier, Elise Prince
4. October 18, 2023 Personnel Committee **Meeting Minutes:** *Unanimous Approval*
5. **Review of Personnel Handbook for Amendments:** *Changes are highlighted in yellow*
  - **PARKING STIPEND (to be added to pg. 24)**
    - Old Colony Planning Council (OCPC) provides the opportunity for staff members to opt-in to have money be deducted from their paychecks weekly to cover a monthly parking pass for the Brockton Parking Authority Lincoln Street Lot, located on Lincoln Street behind the OCPC building.
    - Additionally, OCPC will cover \$20/month to subsidize the cost of the parking pass for all staff members in good standing.
    - \*\* Mary has on her tasks to request of the City of Brockton for consideration of not charging OCPC. She plans to do so over the next month.
    - *Unanimous Approval*
  - **HOLIDAYS (Pg. 22)**
    - Regular full-time and regular part-time employees who are normally scheduled to work on the day the Council is closed in observance of a holiday exempt employees will be paid their base salary for the day or non-exempt will be paid their base hourly rate for the number of regular hours they would otherwise have been scheduled to work on that day ("Holiday Pay"). Part-time employees who would normally be scheduled to work on a holiday, shall receive a prorated portion of holiday pay based on the regularly scheduled hours. **If management allows and a part-time employee mutually agrees to work on a holiday, they will not be paid time and a half but can use the prorated within one week of the holiday. Committee recommended wording changes from original suggestion.**
      - *Unanimous Approval, with the understanding the language will be slightly updated*
    - **Indigenous Day is being added in conjunction with Columbus Day (pg. 22)**
      - <https://www.mass.gov/doc/legal-holiday-calendar-for-state-employees/download>
      - *Unanimous approval*



- **COMPUTER, EMAIL AND INTERNET USAGE (Pg. 48)**
  - When OCPC laptops and cell phones are utilized, it is for the sole purpose of OCPC work. **All software requires** preapproval from the manager, Executive Director, and OCPC's IT consultant. **It is expected of all staff members to always have their laptops and phones on and accessible during the scheduled work hours.**
    - *Paragraph moved up and last sentence added, committee recommended simple grammatical changes.*
    - *Unanimous Approval with the recommended changes.*
- 6. Additional Items:
  - a. Last meeting discussed the potential of including a benefit to cover gym memberships. Research has been done through the GIC (Government Insurance) and Mass4You program, but more needs to be done. Additionally, OCPC will review the fiscal side of adding the benefit if approved. This is not an urgent matter and will be addressed at a later date.
- 7. Meeting was adjourned at 11:24am. *Unanimous Approval*