



Old Colony Planning Council Personnel Committee Meeting

May 14, 2024 11:00am

Via ZOOM Conferencing or In Person

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

Meeting ID: 886 1153 1376

Passcode: 399612

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MINUTES

1. Meeting was called to order by committee chair, Steven Santeusanio, at 11:00AM.
2. Roll Call: Steven Santeusanio, Lee Hartmann, Frank Staffier
 - a. OCPC Staff: Mary Waldron, Charles Kilmer, Sean Noel, Megan Fournier
3. January 2024 Meeting Minutes – *Unanimous approval*
4. Review of Personnel Handbook Amendments
 - a. Staff have suggested the following items be discussed with the Personnel Committee for consideration to the Personnel Handbook.

- 1. Please consider updating the following regarding retirement: (Page 52)**

From: Retirement

If an employee should retire while working for OCPC and wishes to return, they will be hired back as a contractual employee. This position would not be eligible for benefits.

To: Retirement

If an employee should retire while working for OCPC and wishes to return, and the employer confirms (agrees?), they will be hired back as a part time employee. This position will be eligible for benefits consistent with the Personnel Policies.

-Unanimous Approval

- 2. Clarifying PFML new regulation to allow employees to top off with earned time**

- a. The MHTL April 11th conference regarding PFML.
 - i. Slide 179 (pg 90) - Can an employer deny use of accrued sick and vacation time for top off
 1. Note: Handbook policies have to be updated
 2. If requesting vacation time to top off = YES vacation time can be used
 3. If requesting sick time - would NOT be allowed for bonding time EXCEPT if policy has been updated to indicate SICK time can be used for bonding
 - ii. Unlimited PTO programs can be found on slide 181 and 182.

-A vote is not needed as this is mandatory by law, discussion was to confirm the definition of sick time for use.

- 3. Please define policy on the observance of holidays that land on a Saturday.**

- a. Following MA state guidelines, refer to "Red Book" Pages 41 & 42



-Unanimous Approval to change language to the office being closed on a Friday before a Saturday holiday.

4. Use of AI in the Organization

a. MHTL Presentation starting of slide 137 (pg 69)

b. Suggestive wordings from workable.com:

i. All employees are expected to adhere to the following security best practices when using AI tools:

1. Evaluation of AI tools: Employees must evaluate the security of any AI tool before using it. This includes reviewing the tool's security features, terms of service, and privacy policy. Employees must also check the reputation of the tool developer and any third-party services used by the tool.
2. Protection of confidential data: Employees must not upload or share any data that is confidential, proprietary, or protected by regulation without prior approval from the appropriate department. This includes data related to customers, employees, or partners.
3. Access control: Employees must not give access to AI tools outside the company without prior approval from the appropriate department or manager and subsequent processes as required to meet security compliance requirements. This includes sharing login credentials or other sensitive information with third parties.
4. Use of reputable AI tools: Employees should use only reputable AI tools and be cautious when using tools developed by individuals or companies without established reputations. Any AI tool used by employees must meet our security and data protection standards.
5. Compliance with security policies: Employees must apply the same security best practices we use for all company and customer data. This includes using strong passwords, keeping software up-to-date, and following our data retention and disposal policies.
6. Data privacy: Employees must exercise discretion when sharing information publicly. As a first step, employees must ask themselves the question, "Would I be comfortable sharing this information outside of the company? Would we be okay with this information being leaked publicly?" before uploading or sharing any data into AI tools. Second would be to follow b) above.

ii. This policy will be reviewed and updated on a regular basis to ensure that it remains current and effective. Any revisions to the policy will be communicated to all employees.

iii. Our organization is committed to ensuring that the use of AI tools is safe and secure for all employees and customers, as well as the organization itself. We believe that by following the guidelines outlined in this policy, we can maximize the benefits of AI tools while minimizing the potential risks associated with their use.

Unanimous approval to use following language in handbook.



OLD COLONY PLANNING COUNCIL

5. Part Time Staff schedule and allocation during a week that includes a Holiday (Pg 22)

- a. Adding language clarifying whether a part-time employee gets paid for Holiday time if they do not normally work on that day a Holiday lands on.
- b. Most part-time staff have not had standard days to work, it is recommended they can change their day to work or not be paid for the Holiday.

Unanimous Approval to add in language that part-time staff members with standard work days will get the holiday off. If a part-time worker has "flex" days they will not get the holiday and can choose to change their working day during the week.

6. Items to be discussed with managers as part of consistent management styles

- a. Putting parameters around "flex time"; i.e. working off hours, when is flex time considered vs. when is it mandatory and built into the salary position?
- b. When can a staff request staying overnight at a hotel; and what is reimbursable as well (i.e. meals).
- c. Requiring a minimum number of days in the office with the Hybrid work model.

i. These items are just being brought to your attention and will plan to report back on status after a few months post discussing with managers.

- b. Met with HR Consultant, Lisa O'Donnell, to review requests and ensure the organization would remain in compliance with items.
- c. Mary and Sean attended an information session with HR Consultants MHTL to review current employment law best practices.

5. Meeting went into Executive Session to discuss merit increases for FY 2025 Personnel

6. Meeting adjourned