**PERSONNEL COMMITTEE MEETING**

**APRIL 13, 2025, 12:00 PM**

MINUTES:

Meeting Recording: <https://youtu.be/Vhl0wfjnzo0>

1. Roll Call: Steven Santeusanio, Lee Hartmann, Sandy Wright, Becky Coletta
	1. OCPC Staff: Mary Waldron, Charles Kilmer, Megan Fournier, Brenda Robinson
2. February 2025 Meeting Minutes: *Unanimous Approval*
3. Review of Personnel Handbook for Amendments: *Unanimous Approva*l
* **Is it possible to have performance reviews with salary increases before open enrollment? This would be helpful with budgeting and selecting the right coverage.**
* No, understand the question but timing does not work with fiscal year.
* **Could we consider partially subsidizing public transportation costs? Now that SCR is active, could staff opt for partially subsidized public transportation costs in replacement of the partially subsidized Lincoln Lot parking costs?**
* Parking program was put in for the purpose of safety of staff members who were parking in lots that were unsecure. Parking is paid in full from OCPC directly to the Parking Authority (with employees contributing through payroll deduction). OCPC currently subsidizes ~$9,000/yr for 17 employees.
* With hybrid work, we are already encouraging actions to reduce carbon footprint with staff only required to be in the physical office twice a week.

* **At times, we work outside of our regular hours, and while we sometimes try to “flex” that time within the same week, it's not always feasible. In many cases, I still find myself needing to work during those supposed flex hours. Having comp time reflected on our paychecks could help ensure that extra hours are acknowledged**
* As salaried employees, we are not allowed to provide “comp time”. If working during flex hours/schedule, employees should work with their manager to amend the hours/ schedule.
* We have an open discussion during manager meetings and staff retreats for all handbook items.

* **GIC Benefit rules for membership – needs to be updated in personnel handbook**
* Example, interns and temporary, when do we consider them to be temporary vs. permanent part-time prior to the end of probationary period. This is important to evaluate when to update their contributions to benefits plans. (looking at social security contributions)

* **Retirement rules for employees coming back to work for OCPC. Page 48**
* Onus on employee to monitor number of hours.
* Add in terminology to include a “rate of pay” discussion upon return
* “if the employer and employee mutually decides to return to OCPC part-time, a new terms of employment will be established.”

1. **Committee adjourned into an executive session** *Unanimous Approval*
* A review of the merit recommendations for the FY26 proposed budget and discussion by members of the Personnel Committee.
* Lee Hartmann made a motion to approve the recommendations and seconded by Becky Coletta.  *Unanimous Approval*
* Lee Hartmann made a motion to adjourn the Executive Session and back to the Personnel Committee, seconded by Sandra Wright.  *Unanimous Approval*
1. Steven Santeusanio asked if there were any other business, with none, a motion was then made by Sandra Wright to adjourn, seconded by Lee Hartmann
2. Meeting Adjourned