

PERSONNEL BOARD
Peggy Brenner Friend's Room at the Library
Monday, July 18, 2016 @ 7:30 PM

Present: Chairman D. Kearns, S. Crown, E. Richter, J. King, A. Morrissey, and Asst. Town Administrator Vieira

Sue-Ellen Kresh is observing the meeting; she has lived in Rockport for two years. She is a psychotherapist and an attorney with experience in employment law. She said she is interested in getting more involved with the town.

Topic	Discussion	Action
Minutes Approval:	Review minutes of June 22, 2016.	J. King moved to approve the minutes of June 22, 2016, seconded by S. Crown, Vote: 5-0.
New Business:	<p><u>FY '16 Performance Evaluation Process:</u></p> <p><u>Staff Evaluation:</u> The Board reviewed the suggested changes from the previous meeting and not all recommended changes were included. M. Vieira will go back and review previous suggestions.</p> <p><u>Manager Evaluation:</u> Values and Building Trust - It was suggested to provide a brief description, by pulling the bullets together into sentences, and placing at the beginning of this section describing trust. The Board discussed that being proficient is good although often not thought as such.</p> <p>S. Crown suggested including a section on managing or leading. Competencies of a supervisor should include areas such as problem solving and communication. A few bullets around managing staff, providing feedback, addressing employee concerns, recognizing development opportunities and acting promptly and appropriately, maintains workforce planning and contingency plans.</p> <p>Timetable: Evaluation tool to go out to Managers within the next week, 8/26/16 to receive them all back, Personnel Board meeting on 9/7/16 to review completed evaluations.</p> <p><u>Personnel Board Election:</u></p> <p>D. Kearns stated that at the beginning of the fiscal year, the Board is to meet with a quorum and elect a chair. D. Kearns stated that it is thankful for everyone's support and that it is helpful for other members to share the</p>	<p>Evaluation tool to go out to Managers mid-week, 8/26/16 to receive them all back, Personnel Board meeting on 9/7/16 to review them.</p>

responsibilities.

J. King moved to nominate D. Kearns as chair, E. Richter seconded, Vote: 5-0. Asst. Town Administrator, M. Vieira, said a Vice Chair could be appointed.

J. King moved that nominations be closed; seconded by S. Crown, Vote: 5-0.

J. King moved to create a vice chair, D. Kearns seconded, Vote: 5-0.

D. Kearns moved to nominate a Vice Chair of the Board, seconded by J. King, Vote: 5-0.

S. Crown nominated E. Richter as Vice Chair, seconded by A. Morrissey, Vote: 4-0, E. Richter abstained.

H/R Director's Report:

- New department heads are being oriented to the performance evaluation procedures. SMART goals are a major discussion point. Two Committee chairs are working with M. Vieira to develop 2 major initiatives into SMART goals.
- Succession planning/continuity: DPW - One staff is retiring; two more resignations followed. Supervisor position will be posted then the two other vacant positions will be posted. The supervisor has agreed to be flexible with his termination schedule slightly and the other two are in discussion. Succession planning that should include retirements will be one of the goals of the department head going forward.
- Accrued time tracking: SoftRight is being used for tracking sick, vacation, personal, jury duty, etc. Pilot departments are going well; some departments are having some issues reporting. Both union and non-union staff is included in this initiative.
- There have been some requested changes in the Council on Aging. The Board Chair and the Manager are in discussions. The current chair is looking at data (i.e. the number of people participating in the program, a task analysis for the day to day duties of the position). This position recently had a change in title.

Sick Leave Bank:

J. King sits on the Sick Leave Bank Committee and asked if employees could assume another position, if available, if they can't return to their budgeted position after being out on a leave. Not necessarily at the same pay rate, but to have a position after a long term issue; and perhaps a re-training period. The appropriate state or governmental agency should be contacted to see if they can assist with placement. M. Vieira to follow up.

J. King moved to nominate D. Kearns as chair, E. Richter seconded, Vote: 5-0.

S. Crown nominated E. Richter as Vice Chair, seconded by A. Morrissey, Vote: 4-0, E. Richter abstained.

Old Business:	Personnel Regulations: M. Vieira informed the Board that he anticipates to be completed with the draft Personnel Regulation revisions in October. Next Meeting: Wed., 9/7/16 in the Trustee's Room at the Library. J. King moved to adjourn, seconded by S. Crown, Vote: 5-0.	
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