



Personnel Board Minutes of Meeting December 4, 2014

Members in attendance were Tim Feeney and Stephanie Moody.

7:35 pm– Chair Tim Feeney called the meeting to order.

Board Minutes from Prior Meetings

None.

Recap of FY 2015 Matters

TF discussed the timing of CY2014 performance evaluations performance objectives for CY 2015 for town employees. TF reiterated due dates for said evaluations and objectives as follows:

1. Employees with/reporting to town supervisor – DUE February 1st
2. Employees reporting to a town board(s) – DUE March 1st

TF will update the Board's guidance memo from last year and forward to Alan Benson for distribution with his email communicating the upcoming review/objective process.

The Board continues to seek a 3rd member. Discussion pursued with a recommendation of asking Marsha Brown (attorney) if she had interest. TF to email her.

Pending Personnel Matters – Susan Inman

The Board discussed a memo prepared and submitted by the town's Administrative Assistance to the Town Administrator – Susan Inman.

TF noted Ms. Inman is seeking (1) consideration to reclassify her job based on actual responsibilities and functions performed and (2) reimbursement of up to \$6,500 in school/degree costs. Board agreed job reclassification for Ms. Inman is well deserved from her current Level 5 status. The Board agreed more information is needed to properly determine the appropriation reclassification level and to accurately define Ms. Inman functions and responsibilities. TF to discuss with Ms, Inman.

Board discussed and agreed reimbursement of educational expenditures would be difficult given (1) they've already been incurred without prior approval and (2) Ms. Inman's current job description (nor the FY 2015 budget) does not provide for such reimbursement. Further, the Board believes it would be inappropriate to utilize merit pay funds allocated by the town to reimburse such expenditures.

Merit Pay Funding

The Board discussed the \$30k of "merit pay" allocated by the FinCom/BOS and approved at ton meeting. TF noted that NO funds were distributed to town employees. TF to follow up with FinCom/BOS as to why no distributions made.

Future Meetings

The next scheduled meeting for the Personnel Committee is January 8, 2015 7:30 p.m.

On a motion made by SM and seconded by TF, it was unanimously voted to adjourn the meeting at 8:05 pm

Respectfully submitted,
Timothy Feeney
Chair

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