

Personnel Committee Meeting Minutes

Town Hall, 1st Floor Conference Room, 8/31/04, 7:00 PM

Members Present: Elaine Cinelli, Kim Pulnik, Kathy Laflash, Ezat Parnia and Lesley Ficarri

Others Present: Amy Downing and Ron Clark

First Issue: Ron Clark – Personnel Committee Liaison to the BOS

The Committee met with BOS Liaison, Ron Clark, to review objectives and goals for FY06. The group discussed the progress and current status of the Recognition and Rewards Program. The concept of an Employee Appreciation Day will be discussed in detail at the next Recognition and Rewards Steering Committee meeting on 9/14/04. The program is on schedule for implementation this fiscal year with expansion possible in FY07.

The Committee asked for support in offering Bylaw employees four training sessions over the next 2 years offered by Enterprise Systems, Framingham, MA. The sessions are designed to increase communication, managerial skills, leadership, conflict resolution and problem solving. A member of the Personnel Committee will attend the 9/7/04 Selectmen's meeting to present the program. The Human Resources Director will present the initiative to department heads on 9/8/04.

Future discussion will be scheduled in an effort to review the current SAP salary schedule and the manner in which employees receive increases

Second Issue: FY05 Personnel Committee Meeting with Employees

A breakfast meeting will be held on Thursday, October 21, 2004 in the Senior Center.

Third Issue: Approve Personnel Committee Meeting Minutes 3/30/04

Motion to accept meeting minutes Kathy Laflash, 2nd Elaine Cinelli- **Unanimous**

Fourth Issue: Approve Personnel Committee Meeting Minutes 4/20/04

Motion to accept meeting minutes Kathy Laflash, 2nd Elaine Cinelli- **Unanimous**

Fifth Issue: Approve Personnel Committee Meeting Minutes 4/26/04

Motion to accept meeting minutes Ezat Parnia, 2nd Kathy Laflash- **Unanimous**

Sixth Issue: Approve Personnel Committee Meeting Minutes 5/25/04

Motion to accept meeting minutes Ezat Parnia, 2nd Kim Pulnik- **Unanimous**

Seventh Issue: Approve Personnel Committee Meeting Minutes 7/27/04

Motion to accept meeting minutes Lesley Ficarri, 2nd Kim Pulnik- **Unanimous**

Eighth Issue: Adjourn Meeting

Motion to adjourn the meeting Kim Pulnik, 2nd Kathy Laflash - **Unanimous**

Respectfully submitted by Amy Downing, Human Resources Director

Date approved: _____

*Personnel Committee Meeting
8/31/04*