

**Personnel Committee Meeting Minutes**  
**3<sup>rd</sup> Floor Conference Room, Town Hall, 07/25/07, 7:00 p.m.**  
**Members Present: Kathy Laflash, Tom Sheridan & Molly Lukason**  
**Others Present: Maryrose DeGroot, Michelle Patten & Rownak Hussain**

**First Issue: Off cycle step increase – Library**

The Library Director requested an exception to the step increase process for employee, Nia Gallagher. This request has been made on behalf of Nia Gallagher as she was hired at a step 1 whereas other employees with the same position were hired at a step 2. This increase is requested on behalf of the employee by the Library Director to make it equitable with her peers. The off cycle step increase effective date will now be this employees anniversary date for any future increases.

**Motion** to approve the off cycle step increase request Tom Sheridan, 2<sup>nd</sup> Molly Lukason  
- **Unanimous**

**Second Issue: Office hours for Human Resources / Privacy Issues**

Human Resource Director, Maryrose DeGroot has informed the Town / School employees and the Personnel Committee of the HR office hours which are posted.

**Third Issue: Payroll deadlines**

Human Resource Director, Maryrose DeGroot and Benefits Coordinator, Michelle Patten have informed the Town of Hopkinton employees & Personnel Committee of the deadline to submit weekly payroll.

**Fourth Issue: Changes to Application for Employment**

Human Resource Director, Maryrose DeGroot informing the Personnel Committee of the modified employment applications.

**Fifth Issue: Summer Picnic**

Human Resource Director, Maryrose DeGroot informing the PC of the Town of Hopkinton's annual Picnic to be held on Wednesday, August 22<sup>nd</sup> ( rain date 08/29/07).

**Sixth Issue: Current openings**

Human Resource Director, Maryrose DeGroot informing current openings with the Town of Hopkinton. (i.e. Board of Health & Building Department Admin. Assistants and 30 hr work week –Treasurer's office)

**Seventh Issue: Health Insurance and Brokers**

Human Resource Director, Maryrose DeGroot to review health insurance contracts for the Town of Hopkinton.

**Eighth Issue: West Suburban Health Group**

Confirmation that we are not participating with West Suburban Health Group

**Ninth Issue: FY 08 Goals & objectives**

Human Resource Director, Maryrose DeGroot submitting FY08 Goals and Objectives to the Personnel Committee members on behalf of herself and Michelle Patten, Benefits Coordinator.

**Tenth Issue: Adjourn meeting**

**Motion** to adjourn meeting by Kathy Laflash, 2<sup>nd</sup> Molly Lukason

Respectfully submitted by: Michelle Patten, Benefits Coordinator

Date approved: 11/01/07

Motion to Approve by Tom Sheridan, 2<sup>nd</sup> Bob Levenson

- **Unanimous**