

Personnel Committee Meeting Minutes

Middle School, Lecture Hall, 11/30/04, 7:00 PM

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

Others Present: Amy Downing

First Issue: Update Recognition and Rewards Program

Ted Kozak forwarded information concerning the Verizon Business Link Rewards Program. This program allows the Town to redeem Verizon bonus credits for various rewards particularly those rewards with a dollar value equal to or less than \$50.00. The HR Department will research the possibility of utilizing this program to fund the Recognition and Reward Program.

Second Issue: Communication with BOS Liaison and Hopkinton Community

Approved Personnel Committee meeting minutes are being sent to Ron Clark, Liaison to the BOS. Mr. Clark has also requested that he receive the meeting agenda prior to the Personnel Committee meeting.

Meeting minutes and agendas will also be listed on the Hopkinton Website as a service to residents and employees.

Third Issue: Innovations Incentive Program – Proposal

The Personnel Committee approved the first submission to the Innovations Incentive Program. Ms. Judi Murphy proposed filing an application with National Heritage Insurance Co. for the Board Health to become a Medicare Supplier/Provider. This will allow the BOH to bill Medicare for the cost of the administration of influenza vaccine. By becoming a Medicare Supplier/Provider the BOH will be able to submit bills to Medicare for reimbursement of the cost of administering the flu vaccine, which will in turn allow the Town to purchase additional vaccine for the following year's flu season. This proposal is scheduled to be completed no later than March 15, 2005. The Personnel Committee is thankful for Judi's proposal and looks forward to its successful completion.

Third Issue: Adjourn Meeting

Motion to adjourn the meeting Lesley Ficarri, 2nd Kathy Laflash - **Unanimous**

Respectfully submitted by Amy Downing, Human Resources Director

Date approved: 2/22/05

*Personnel Committee Meeting
11/30/04*