

**Personnel Committee Meeting Minutes**

**Town Hall, 1<sup>st</sup> Floor Conference Room, 12/28/04, 7:00 PM**

**Members Present:** Elaine Cinelli, Kim Pulnik and Ezat Parnia

**Others Present:** Amy Downing and Deb Metcalf

**First Issue: 2004 Annual Town Support Submission**

The Personnel Committee will review updates made for the 2004 Annual Town Report. Edits and/or additions to the submission will be made prior to the January 14<sup>th</sup> due date.

**Second Issue: Approve Personnel Committee Meeting Minutes – 10/18/04**

**Motion** to approve the minutes Elaine Cinelli, 2<sup>nd</sup> Kim Pulnik - **Unanimous**

**Third Issue: Approve Personnel Committee Meeting Minutes – 10/26/04**

**Motion** to approve the minutes Elaine Cinelli, 2<sup>nd</sup> Ezat Parnia, Kim Pulnik - **Abstained**

**Fourth Issue: Recognition and Rewards Program – Update**

The Committee reviewed a memo to be distributed at the next department head meeting. The memo outlines the four components of the Recognition and Rewards program. Department heads will bring the information back to their employees and HR Director will be available to visit with offices/departments needing additional information.

**Fifth Issue: Sick Leave Donation Requests**

The Committee approved sick leave donations for an employee whose child has a serious health condition. The sick leave donations are approved through the next Personnel Committee meeting on 1/25/04. The use of sick time for this employee including sick leave donations is contingent upon the satisfactory receipt and approval of the Family Medical Leave Request.

**Sixth Issue: Personnel Committee Budget FY06 – Discussion**

The Personnel Committee Budget was discussed and prepared for submission to the Town Accountant and Appropriations.

**Seventh Issue: Communication with BOS Liaison – Clarification**

The Personnel Committee Agenda will be sent to Ron Clark and the Hopkinton website before every meeting. The Committee also requested that clearly marked draft minutes be forwarded to Mr. Clark. Approved minutes will be posted on the Hopkinton website and sent to Ron Clark, BOS Liaison.

**Eighth Issue: Adjourn Meeting**

**Motion** to adjourn the meeting Ezat Parnia, 2<sup>nd</sup> Kim Pulnik - **Unanimous**

Respectfully submitted by Amy Downing, Human Resources Director  
Date approved: \_\_\_\_\_

*Personnel Committee Meeting*  
*12/28/04*