

Personnel Committee Meeting Minutes

Town Hall, 3rd Floor Conference Room, 7/19/05, 7:00 PM

**Members Present: Lesley Ficarri, Ezat Parnia and Kathy Laflash
Others Present: Amy Downing and Deb Metcalf**

First Issue: Personnel Committee Vacancy – Update

Two resumes have been received so far for the Personnel Committee vacancy. If additional resumes are received they will be forwarded to the committee members. The BOS is planning on interviewing candidates at an August BOS meeting and has encouraged the Personnel Committee members to be involved in the process.

Second Issue: Hiring Requests

The Human Resources Director requests permission to fill the following positions at the step 2 salary rate. Final candidates for the positions possess the necessary skills and qualifications to warrant the step 2 starting rate as demonstrated in the resumes and interview notes provided:

Health Inspector, Assistant Librarian, Library Desk Attendants (2 positions)

Motion to approve the request to hire the above listed positions at the step 2 rate; Kathy Laflash, 2nd Lesley Ficarri - **Unanimous**

Third Issue: Approve Personnel Committee Meeting Minutes – 3/29/05

Motion to approve the meeting minutes; Kathy Laflash, 2nd Ezat Parnia – **Unanimous**

Fourth Issue: Approve Personnel Committee Meeting Minutes – 4/11/05

Motion to approve the meeting minutes; Kathy Laflash, 2nd Ezat Parnia – **Unanimous**

Fifth Issue: Innovations Incentive Program – Proposal/Completion

The Personnel Committee would like to commend the efforts of Ms. Judi Murphy in her completion of her proposal to bill Medicare for influenza vaccines given to high risk residents. The reimbursement from Medicare will provide funding for the purchase of additional influenza vaccines for Town's residents. This will aid the Board of Health in reducing the risk of a town wide public health emergency due to an influenza outbreak. Ms. Murphy thanked the Personnel Committee for the opportunity to step outside the usual, everyday tasks of her job to participate in a program that will directly benefit the overall public health of the Town.

Mr. Bob Bushway, Deputy Assessor, submitted a grant proposal to the New England Laborer's Training Trust Fund in conjunction with the Innovations Incentive Program. The request was for \$15,000 in computer equipment for the Assessors' Office. Updating the equipment would benefit the department by facilitating its interaction with taxpayers, real estate appraisers and agents, attorneys and surveyors.

Motion to approve the Innovations Incentive Proposal; Kathy Laflash, 2nd Lesley Ficarri – **Unanimous**

Sixth Issue: Vacation Accrual Request

Amy Downing requested that the Personnel Committee consider increasing her vacation accrual one level (memo attached).

Motion to approve the vacation accrual request; Kathy Laflash, 2nd Ezat Parnia – **Unanimous**

Seventh Issue: Hopkinton Walks - Discussion

Bob Bushway requested support from the Personnel Committee with an idea for a program to promote physical fitness for town hall employees. Hopkinton Walks is a program designed to encourage employees to walk during lunch. Walking routes will be mapped out and the program would be strictly voluntary. The Personnel Committee suggested a reward component for the program. Discussions will continue on this topic.

Motion to support the concept of Hopkinton Walks and provide funds if needed for posters; Kathy Laflash, 2nd Ezat Parnia – **Unanimous**

Eighth Issue: Adjourn Meeting

Motion to adjourn the meeting Kathy Laflash, 2nd Elaine Cinelli – **Unanimous**

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

*Personnel Committee Meeting
7/19/05*