

Personnel Committee Meeting Minutes

Town Hall, 3rd Floor Conference Room, 9/6/05, 7:00 PM

**Members Present: Lesley Ficarri, Kim Pulnik, Ezat Parnia and Kathy Laflash
Others Present: D.M. Moschos, Amy Downing and Deb Metcalf**

First Issue: FMLA/SNLA Informational Session – D.M. Moschos

Attorney Moschos was invited to the meeting to give the committee an overview of the Family Medical Leave Act and the Small Necessities Leave Act with a focus on the public sector and municipal employees. Attorney Moschos is employed by Mirick O’Connell and works closely with the Massachusetts Municipal Association as a guest speaker and contributor. Attorney Moschos was a former Assistant Town Manager or Worcester.

Second Issue: Personnel Committee Vacancy - Update

The Board of Selectmen voted to appoint Dan McDowell to the Personnel Committee. Vice Chair of the Personnel Committee, Lesley Ficarri was able to speak with Dan and gave the Board of Selectmen her recommendation to appoint at the 9/6/05 BOS meeting. Mr. McDowell brings with him a wealth of professional human resources experience. The Committee looks forward to his insight and participation.

Third Issue: Approve Personnel Committee Meeting Minutes – 7/19/05

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

Fourth Issue: Employee Picnic - Update

The “first ever” Town of Hopkinton Employee Picnic was a great success. Employees spent the day enjoying the Laborers Training Center with their families and co-workers. Approximately 50 people attended. The Personnel Committee is grateful to everyone who made the picnic so enjoyable. Our thanks to the steering committee and the Laborer’s Training Center who made the day possible.

Fifth Issue: Human Resources Department - Objectives

FY 06 Goals and Objectives were revisited for the purpose of completing performance objectives for the Benefits Coordinator and the Human Resources Director.

Sixth Issue: Human Resources Director – Evaluation

A blank evaluation form will be emailed to all committee members so that they may participate in the evaluation of the Human Resources Director.

Seventh Issue: Employment At Will

The Committee discussed employment at will status as outlined in the personnel bylaws. Discussions included the ups and downs of employee terminations, probationary periods and unemployment benefits. Also noted was the ability for the employer to accept a resignation but not accept the resignation date.

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:_____

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