

PROVINCETOWN PERSONNEL BOARD
MEETING OF OCTOBER 23, 2013

PRESENT: Tina M. Trudel (Chair), Ann Maguire, Lisa Westervelt, Regina Cassidy, Alex Brown

OTHER: Sharon Lynn (Town Manager), Dan Hoort (Finance Director)

Meeting was called to order at 4:04; all motions were unanimously approved unless otherwise noted.

1. Motion to approve minutes of August 26, 2013, with minor amendments. Ann Maguire/Alex Brown

2. Public Comments - None

3. Update on Salary survey - HRS expects the study to be completed by the end of the year and hopes to provide salary information to Tina Trudel by November.

4. Review of HR database options - tabled until next meeting

5. Update on compilation and organization of job descriptions - tabled until next meeting

6. Continuing review of recommendations and updates for orientation and training.

Anti-Harassment, IMLA, Customer Service and Public Records Request trainings are coming up in November and December. Ethics training will probably occur after the holidays. Discussion on pros and cons of live training versus video. Consensus that live training is excellent but that video is good for those who can't make it, boards, etc. Suggestion that MIS or PTV could possibly videotape live training workshops. Tina Trudel suggested getting DVDs of some kinds of standard training like harassment and workers comp.

7. Review of Town Board processes and rules for adjudicatory proceedings - handbook and section 10 of the Charter - no rules in place yet. Principles: systematic, transparent, fair and credible. Chair Tina Trudel encouraged the Board to educate ourselves in preparation for the recommended rules from Town Counsel and so that we could make recommendations ourselves if needed.

8. Future meeting will be scheduled after January 1.

9. Any other business: None

Motion to adjourn, Ann Maguire/Alex Brown

Respectfully submitted,
Lisa Westervelt, Sec.