

PROVINCETOWN PERSONNEL BOARD
MEETING OF JULY 22, 2013
DRAFT MINUTES

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

OTHER: Town Manager Sharon Lynn, Mike Canizales (Chair of the Fin Com), Dan Hoort (Director, Municipal Finance), Elizabeth Verde (Executive Assistant to the Town Manager), Lyn Martin (Town MIS Analyst, joined at 5:00), Dorothy Palanza (Joined at 5:00), and various members of the public

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

MOTION - to approve minutes of June 10, 2013. Ann Maguire, second Lisa Westervelt.

Public Comments - Maria Lopez, former Judge and non-resident property owner commented regarding "police presence beyond what I feel is necessary." She expressed a concern with "the level of intimidation" noted that the situation "seemed to be getting worse" and said "it is changing the nature and character of the town."

Town Manager Sharon Lynn responded that she was happy to meet with her any time and so would the Chief.

Gail Strickland spoke next and said that she had been coming to Provincetown for 27 years. She expressed concern about hearing of an old woman being arrested for swimming nude and held without even a blanket to cover herself. She said she was used to "a town registering acceptance and value of any person." She expressed concern that she understands boats are being stopped and boarded for no reason. She said she was bringing friends and art here to try and change things. "I love it here; I want to retire here." She remembered a line from a newspaper article that resonated with her that "I couldn't call the police because the police were the problem." Further said "I'm ready to make a huge commitment here and I'm just trying to understand" whether there was an increased drug problem or something to necessitate the number of police officers.

Town Manager Sharon Lynn responded that a "full complement" of 17 police officers is now filled, saying that there were unfilled positions for many years.

Tina Trudel asked how the number 17 was arrived at and if that need could be analyzed by outside/objective sources. She reiterated that the Personnel Board serves in a supportive and advisory role only.

Another member of the public, Stephen Mindich, identified himself as the spouse of Judge Lopez and said that "there is something palpably different about this town with the police." He voiced concern about "police officers legislating or threatening people as to who to vote for." "It's about leadership and attitude, not numbers of officers." He concluded that "police should be respected but not feared and what you have now is fear."

The Town Manager said that people could come to her at any time and that she needed to

know about these things.

Mike Canizales (FinCom Chair) encouraged the members of the public to go before the Board of Selectmen who were meeting that night at 6:00 p.m. and express themselves as well. (Judge Lopez said that she was under the impression that only registered voters could go before the Board of Selectman.)

Town Manager Sharon Lynn said that she would “be happy to hold a public meeting to air grievances with a facilitator.”

Ann Maguire commented that the Town Manager should drive the analytics and Tina Trudel assured the public that the Personnel Board will work with the Town Manager to see that objective analytics will be used like population figures and said that she appreciated that the public comments would lead to something productive. The public comments section of the meeting was then closed.

In response to a question from Dan Hoort (Director, Municipal Finance) regarding whether the Personnel Board was setting staffing levels, Tina Trudel stated that the Personnel Board is concerned with process, job description, training and performance evaluations in a supportive role only to the Town Manager.

There was an introduction of new members Marianne Clements and Regina Cassidy. Tina Trudel stated that Alternate Alex Brown had also been appointed.

MOTION - to approve Social Media Policy previously reviewed. Lisa Westervelt, seconded by Ann Maguire.

Next there was a report by Elizabeth Verde on the Town personnel training. “Per Town counsel, no training is legally mandatory or required, but counsel recommends sexual harassment training every two years with a signed sheet in each personnel file.” Regarding competency Verde said questions regarding whether the training was understood can’t be asked of union employees unless it is in their contract. Upcoming training includes FMLA, Harassment, Request for Public Document/Confidentiality Parameters, and Interacting with the Public.

Next was an update on the regional salary survey with conference call to Sandy Stapczynski. An orientation session with employees and supervisors to take place on July 24, 2013 via video conferencing. That will include a Power Point presentation and position analysis questionnaire. Key meetings have already taken place. She is hoping to collect all data this summer. The plan is to have the report to the Town Manager by the end of September 2013.

Next a report from Lyn Martin, Town MIS, as to what human resources software is available or has already been purchased. She said that People Forms software was purchased. Tina Trudel asked about a relational database (human resources management software package). Marianne Clements asked which payroll company was used because they usually have HR software. Mike Canizales also suggested finance software often has HR modules. Lyn said 90% of the towns on the Cape use something called Munic.

A future meeting was tentatively scheduled for August 26, 2013.

Any other business - appointment to Sick Bank Leave Committee. New member Regina

Cassidy volunteered to be that appointee.

5:23 MOTION to adjourn Ann Maguire, seconded by Regina Cassidy.

Respectfully submitted,
Lisa Westervelt, Sec.