

Minutes from 4/16/2009 Compensation Review and Personnel Policy Committee

In attendance – Lisa Stafford, Claudia O’Connell, Roger Kleeman, Fred Raley

Excused absence – Martin Anderson

Meeting chaired and opened by Lisa Stafford at 7:00pm (In absence of Chair Martin Anderson)

1. Minutes from last meeting – Motion to approve minutes made by Lisa Stafford and seconded by Fred and agreed to by Claudia and Roger. No discussion or changes indicated.
2. Discussion on single agenda item - Creating the Durham town Personnel policy book. Group talked about how to move next step. Group members had reviewed documents from different towns that were collected in past month, prior to meeting. Lisa Stafford distributed copies to all group members.
3. Lisa asked group if there would be agreement on creating a draft Table of contents at tonight’s meeting. All agreed and reviewed documents from other towns with personnel policy manuals.
4. Through Group discussion the attached Draft was created. All members agreed that this was a draft that included everything that was included in policies created elsewhere. However, this would be considered a starting point. Fred Raley indicated that we could work from the draft to skinny this down to what the group felt was an appropriate personnel manual for Durham. Lisa Stafford indicated that after we had a complete Table of Contents we would present to Laura for her comments/sign off before any further work was completed.
5. Group agreed on this approach and created the attached Table of Contents as discussed at meeting. Highlighted areas indicate subjects which need further discussion at future meeting. Entire document will also be discussed at future meeting.
6. Motion to adjourn mad by roger Kleeman at 8:15pm, seconded by Claudia O’Connell. All agreed to motion. Meeting adjourned.