

**PROVINCETOWN PERSONNEL BOARD
MINUTES OF JULY 9, 2014**

Members present: Ann McGuire, Alex Brown, Marianne Clements (by phone) and Lisa Westervelt.

Others present: Dan Hoort, David Gardner (absent 9:45 - 10:00), Morgan Clark, and Elisabeth Verde

Meeting was called to order at 9:25 a.m.

All motions were unanimously approved unless otherwise indicated.

Public Statements: None

Review and approval of June 12, 2014 meeting minutes, (LMW/AM)

Discussion of Final Report, Classification and Compensation Study - Dan Hoort explained that the median/average salaries are not much different because the study took both very high and very low numbers and threw them out. Building Commissioner stood out.

Discussion of Dan Hoort's Report of proposed Implementation adjustments of about \$100,000. Over five (5) years to bring everyone up to where they need to be, about \$20,000. per year, with step increases and cost-of-living adjustments. DH noted that it is getting harder and harder to find qualified applicants for specialized jobs. Alex Brown asked what Nantucket was doing v/v increasing wages, because they face similar challenges such as affordable housing.

Discussion of FMLA Paid Leave: Morgan Clark, discussed Sec 9-7-3, the requirement that one use any paid sick leave, vacation, emergency and personal leave, so one comes back to work with a zero balance after taking family leave. She also pointed out that the Sick Leave Bank couldn't be used, and suggested that the Board take a look at that. Other policy considerations discussed: not extending leave, positions remain unfilled. Elisabeth Verde suggested having Marge McGloin (payroll and employee health benefits) weigh in, so matter was tabled until MM can be present.

Motion to adjourn by MC, 2nd AB at 10:05.

Respectfully submitted,
Lisa Westervelt