

PROVINCETOWN PERSONNEL BOARD  
MEETING OF JUNE 10, 2013  
MINUTES

Present: Tina Trudel, Lisa Westervelt, and Ann Maguire

Other: Elisabeth Verde (Office of the Town Manager)

Absent: Andrew Aull

Called to order at 4:05 p.m. All motions were unanimously approved unless otherwise noted, with initials of the person who so moved, and who seconded.

1. Review minutes of May 6, 2013 and approved. AM/TMT
2. Public comments: none.
3. Discussion of Town personnel training and initiatives, including review of existing opportunities, processes for identifying training needs as well as available training opportunities.

Presentation by Elisabeth Verde with an overview of her Staff Training Log. There is currently no system in place to keep track of training, so this is something newly created. Comment from Ann Maguire that standard training like sexual harassment and open meeting law trainings should be in a check-off grid. Question from Tina Trudel regarding standard orientation and the answer was no. Tina Trudel recommended advising the town that there be a certificate or some evidence of attendance and competency at trainings attended. Elisabeth Verde will follow up with town IT person to see what software is available, what platforms are used, and what other towns are using. She will also ask Koppelman & Paige what training is required for what departments.

Tina stated that there is a state initiative with management consultant opportunities to improve management skills across town governments; she will follow up and forward the information to Elisabeth Verde. Tina made the point that systems are not only good for employees, to improve the workforce, but that this protects the town against liability as well. The point was made that copies of attendance or certificates of completion/evidence of competency should be placed in individual personnel files once any training is completed.

4. Review of vacancies, applicants and appointment process.
  1. Tina accepted Andrew Aull's verbal resignation and the town moderator has 60 days to appoint someone to his position.
  2. There are two other vacancies on the Personnel Board. One permanent and one alternate. Motion to appoint Regina Cassidy as a permanent member of the Board, and Alex Brown as alternate, since their applications have been pending since April 2013. AM/LW
  3. Tina will notify Doug Johnston and Sharon Lynn about Andrew Aull's vacancy and the pending application by Marianne Clements.
5. Update on regional salary survey process - postponed
6. Future meeting scheduled for sometime in July, date to be decided based on Town Manager's availability.

Motion to adjourn at 4:57. AM/TMT.

LW:LT/tms