



Personnel & Planning Committee

Report: Committee Meeting – Monday, June 25, 2018, 10 AM, MHLS

1. Roll Call
 - X Richard Swierat, Chair (D)
 - X Stuart Auchincloss (U)
 - X Robert Culp (P)
 - X Barry Ramage (D)
 - X Mary Linda Todd (G)
 - X Tom Sloan (Staff Liaison)
 - X Linda Vittone (Staff Liaison)
 - X Merribeth Advocate (Staff Liaison)
2. Mr. Swierat called the meeting to order and the agenda was adopted.
3. MHLS Personnel Policies Handbook
 - A. The Committee reviewed the background on the revision of the MHLS Personnel Policies Handbook, which included the Committee's agreement in 2017 that MHLS should have a professional review of all personnel policies and develop a recommended revised/updated Handbook.
 - B. MHLS Administrative Team members reported: (1) Marshall & Sterling services were obtained to review the 2008 MHLS Personnel Policies Handbook and draft a revised 2018 Handbook; (2) several drafts of the revised Handbook were reviewed by the MHLS Administrative Team and MHLS supervisors; and (3) a draft of the Handbook was provided to all MHLS staff for review and comment.
 - C. The Committee agreed the draft Handbook should be provided to the full MHLS Board for review and comments at the July 11 meeting of the Board.
 - D. The Committee requested the sections in the Handbook citing the MHLS Board be highlighted and separately listed.
 - E. The Committee agreed to meet again in late August or early September for a final review of the Handbook and to decide on a recommendation to the Board regarding adoption of the Handbook at the September 12 meeting of the Board.
4. MHLS Plan of Service 2017-2021
 - A. The Committee reviewed the background on the development, adoption, and implementation of the MHLS Plan of Service.
 - B. The Committee agreed the form and format of the Report on MHLS Action Plan, which had been reviewed in draft by the MHLS Board on May 9 and by the MHLS Directors Association on June 6, provided the information needed for stakeholders to track and assess the implementation of the Plan of Service.
 - C. The Committee reviewed a proposed process for revisions to the Plan of Service.
ACTION: The Personnel and Planning Committee recommend the MHLS Board approve the proposed process for revisions to the MHLS Plan of Service.

PERSONNEL AND PLANNING COMMITTEE - Works to prepare and review the System's formal long-range Plan of Service. Also sets goals for the System and monitors the progress being made by the System in connection with such plans and goals and, where necessary, seeing what adjustment in either plan or performance may be appropriate. Reviews and makes recommendations regarding the executive director's job description and evaluation procedure, salaries, benefits, and other matters pertaining to staff and employment conditions. Reviews and negotiates the contract with the MHLS unit of the CSEA.



5. MHLS & CSEA Agreement
 - A. The Committee reviewed the processes undertaken during 2015-2018 to negotiate and implement the collective bargaining agreement with the Civil Service Employees Association, Inc., Local 1000, AFSCME, AFL-CIO for MHLS employees holding union positions.
 - B. The Committee discussed how to proceed in preparing for negotiating a new MHLS & CSEA Agreement, which would go into effect on January 1, 2019.
6. Agenda Items for Upcoming Meetings
 - A. MHLS Personnel Policies Handbook
 - B. MHLS & CSEA Agreement
 - C. Review & Recommendation of MHLS 2019 Staff Salaries
 - D. Consideration of Form and Format for MHLS Executive Director's Evaluation
7. The meeting was adjourned.

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