

Personnel & Planning Committee

December 2, 2021 | 9:00am | Online

1. Roll Call

- ✓ Barry Ramage, Chair (D)
- ✓ Stuart Auchincloss (U)
- ✓ Priscilla Goldfarb (P)
- ✓ Debra Klein (G)
- ✓ Mark Wilson (C)
- Ric Swierat (D), Ex Officio
- ✓ Rebekkah Smith Aldrich (Staff Liaison)
- ✓ Saran Camara (Staff Liaison)

2. **Chair's Comments:** Chair Ramage commended the Board President, Treasurer and Executive Director on their facilitation of the 2021 MHLS Annual Membership Meeting.

3. Review Executive Director Job Description & Evaluation Process

a. Evaluation Process

i. The Committee members agree that for 2022 there should be 100% participation in the director's evaluation. This issue will be promoted at the board meeting and there was a suggestion to the Board Development Committee and Executive Committee for those groups to think about how to embed this action into trustee responsibilities.

ii. The Committee recommends two enhancements to the process for next year:

1. enable the executive director to participate/respond in the evaluation
2. track which trustees have participated

b. Job Description: It was suggested that language be developed to ensure a clear commitment and responsibility to ensuring the organizational commitment to equity, diversity, and inclusion is clearly represented in this job description. P. Goldfarb and S. Auchincloss volunteers to work on wording to propose at the next committee meeting.

4. Policy Review

- a. The Committee reviewed and endorsed amendments to three areas of the MHLS Personnel Policy. These will first be reviewed by our attorney before board action is requested:
- i. Page 19: Vacation Benefits – clarifying language related to vacation time accrual; addition of notice timeline for resignations.
 - ii. Page 36-38: Pandemic Policy – adjustment from “severe” to “declared” pandemic; prioritized reference to current laws and guidance issued by government agencies; clarity that other language provides guidance in absence of guidance from government agencies.
 - iii. Page 82: Termination, Discipline, and Rules of Conduct - more complete definition of “voluntary termination” and addition of procedures for voluntary termination.
- b. The Committee reviewed and endorsed an amendment to the Health Emergency Plan that brings guidance into alignment with state law as well as state and federal guidance. These will first be reviewed by our attorney before board action is requested.

- c. The Committee reviewed and endorsed amendments to the Emergency Closing Policy in recognition of the changing nature of the workplace with the adoption of telecommuting as an option for many staff. These will first be reviewed by our attorney before board action is requested.
- d. Executive Director Aldrich provided a report on the Policy Audit staff have been conducting this year. They are gathering policies and procedures in all areas of the organization's operation and organizing them into a categorized collection that will ultimately be centrally cataloged for ease of access, review and development.

5. Review Action Plan:

- a. Executive Director Aldrich provided a review of the 2022-2026 Action Plan. Minor updates have been made since the board's approval in July 2021 to acknowledge developments such as the timeline for the implementation of Vega Discovery and Connect, the new grant projects related to digital inclusion work, and refinement of the timing of some projects to acknowledge workflow issues for staff.
- b. **ACTION:** The Committee recommends approval of the 2022-2026 revised Action Plan by the full board.

6. Other

- a. Executive Director Aldrich provided an update on the contract negotiation process and timeline with the CSEA bargaining unit. The goal will be to have an agreement in place for the board's review at their January 2021 meeting.
- b. The Committee endorsed an idea from Executive Director Aldrich and recommends to the board president and MHLS Executive Committee that:
 - i. An overarching statement about committee work in our organization and our commitment to social equity, environmental and economic stewardship be crafted and added to the top of the Committee Charge document for 2022.
 - ii. That Committee Chairs be asked to lead a discussion at the end of next year to reflect on the committee's achievements in the area of equity, diversity, and inclusion.

The meeting was adjourned at 10:15am