

Members present:

Chairman Felix Callicotte

Tony Ortega, Parks Director

Angel Maldonado, Code Enforcement Officer

Ruben Campos, Laborer, Parks Department

Bobby Pollock, Volunteer Firefighter / Member of public

Items A. through D.

Chairman Callicotte called the meeting to order at 1:33pm. The pledge was performed and roll call taken. All members were present, as was Town Manager Ian McGaughey and Town Attorney Trish Stuhan. All participants took a moment to introduce themselves.

E. Approval of the December 6, 2016 meeting minutes

Bobby Pollock moved to accept the minutes as presented. The motion was seconded by Tony Ortega. All members voted in favor.

Old Business

1. *Discussion and/or action related to a recommendation to Council regarding adding a fraternization and nepotism section to the personnel policy*

Attorney Stuhan explained the importance of having a policy that addresses inter-office romances as well as ensures that relatives and significant-others do not regularly report to one another in the chain of command. Bobby Pollock moved to recommend adoption of the policy to Council. The motion was seconded by Tony Ortega. All members voted in favor.

2. *Discussion and/or action related to a recommendation to Council regarding a merit system of pay*

Town manager McGaughey explained the history of the merit system and how the town has moved away from such as system due to the difficulty of past town budgets to pay for it. Mr. Pollock noted how the recent mandated increase in the minimum wage would further affect the system. He recommended developing a policy that bases a cost of living adjustment (COLA) on the consumer price index (CPI). McGaughey said he would work on such a policy to bring back to the committee.

3. *Discussion and/or action related to a recommendation to Council regarding adding a drug and alcohol section to the personnel policy*

Town Manager McGaughey explained that although there are references to a drug-free workplace policy in Rule 6—Discipline, there is no separate policy included in the rest of the document, and the provisions for testing are vague. Town attorney Stuhan discussed the proposed policy. Discussion was held about medical marijuana. Stuhan explained that it would only be a problem if it impaired on-the-job work or be consumed while at work or on or in town property. Ruben Campos moved to recommend adoption of the policy to Council. The motion was seconded by Bobby Pollock. All members voted in favor.

4. *Discussion and/or action related to a recommendation to Council regarding adding a dress code section to the personnel policy*

Town Manager McGaughey explained the proposed dress code drafted by the law firm. Attorney Stuhan said it struck a good balance between too strict and too loose. Chairman Callicotte said

he thought jeans should be allowed. Angel Maldonado agreed. Bobby Pollock said the denim should be neat and clean and not have holes or tears. Tony Ortega moved to recommend adoption of the policy to Council with the section related to denim to read: "Denim jeans are permitted as long as there are no holes, tears or rips and are otherwise in good repair," and to correct a typo under spaghetti straps that replaces the word "sleeveless" with "sleeves." The motion was seconded by Ms. Maldonado. All members voted in favor.

G. New Business

1. Discussion and/or action related to recent changes to the town's personnel policy related to Rule IV Fringe Benefits as a result of Proposition 206

Town manager McGaughey explained how the voter approved Fair Wages and Healthy Families Act (otherwise known as Proposition 206) required changes to this section of the policy. The Council adopted a resolution at its May meeting repealing Rule 4 in its entirety and replacing it with a new Rule 4 - Fringe Benefits as prepared by the law firm. Bobby Pollock recommended cleaning up the section to address the four 10-hour workday performed by some staff. McGaughey said he would work on updating that section.

2. Discussion and/or action related to amending the personnel policy to clarify the pay period start/end date, payment dates and that benefits start 60 days after the employee's date of hire.

Town manager McGaughey explained that the town is switching health care providers and we needed to clarify when health insurance coverage begins for new employees. Coverage period begins on the 1st of each month, so it was recommended by our health coverage broker to begin coverage on the first of the month after 60 days of employment. No action was taken until a written policy could be reviewed.

3. Discussion and/or action related to recent changes to the Family Medical Leave Act (FMLA) as they relate to the town personnel policy

Tony Ortega had some questions about the bereavement policy. Attorney Stuhan said she would research this for review at a later date.

4. Discussion and/or action related to a recommendation to Council regarding adding the position of Visitor Center Manager

Town manager McGaughey explained that the council is expected to pass the final budget in July that includes funding for a part-time visitor center manager. This would be an exempt position compensated monthly at \$200/month. Attorney Stuhan said she had concerns about this qualifying for exempt status. She would review it and bring it back to the committee.

5. General discussion and/or action related to recommendations to the council regarding changes and/or additions to the personnel policy

There was no discussion on this agenda item.

H. No future meeting date was set. McGaughey said he would contact members when materials were ready.

I. Bobby Pollock moved to adjourn the meeting. The motion was seconded by Tony Ortega. All members voted in favor, and the meeting was adjourned at 3:07pm.

Submitted by Ian McGaughey, Town Manager