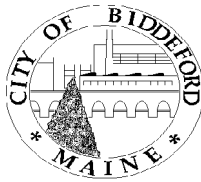


City of Biddeford
Personnel Committee
February 15, 2022 4:00 PM 205 Main Street

- 1. Call to Order**
- 2. Acceptance of Minutes**
 - 2.1. Acceptance of Minutes
[11-16-21 Minutes.doc](#)
- 3. Discussion**
 - 3.1. Human Resources/Personnel Committee Goal Setting 2022
[2022 Goals.docx](#)
- 4. Other Business**
- 5. Adjourn**



PERSONNEL COMMITTEE MEETING

*Tuesday November 16
, 2021*

Human Resources Department

3 PM

Minutes

ITEM 1 Call to order

Chair Councilor Michael Ready called the meeting to order at 3:00 PM with Councilors Norman Belanger and William Emhiser present. Also present were Diana DePaolo, Human Resource Director, and Hillary Owens, Human Resources Specialist. Councilor Ashanti Williams was absent.

ITEM 2 Acceptance of Minutes

Minutes from prior meeting were approved.

ITEM 3 Discussion

3.1 Nonunion and Fire Domestic Partner Eligibility for Insurance

Human Resource Director, Diana DePaolo gave rational and explanation for adding Domestic Partner coverage for Nonunion and Fire. Subject was discussed prior to pandemic and tabled due to ongoing negotiations for the Fire Department contract. She explained that Domestic Partner insurance was negotiated into the fire contract and that there cannot be an inequity in offering from MMEHT.

After discussion, it was decided to add the affidavit as an appendix to the nonunion handbook. Decision made to not include HRA coverage from Group Dynamic due to tax liability.

Unanimous vote to approve adding Domestic Partnership coverage.

ITEM 4 Other Business

Councilor Emhiser thanked Councilor Ready for his leadership and service to the committee as he chose to not seek reelection.

Councilor Ready suggested that the City expand on their trainings and succession planning. He also advised that additional harassment training should be a focus and that it should start with Department Heads.

ITEM 5 Adjourn

Motion to adjourn 3:10 PM

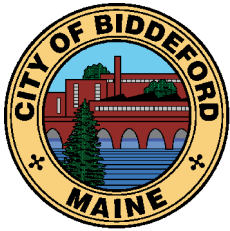
Personnel Committee Members:

Councilor Michael Ready, Chair

Councilor Norman Belanger

Councilor Ashanti Williams

Councilor William Emhiser



City of Biddeford

Diana DePaolo
Human Resource Director
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Human Resources Department/Personnel Committee Goals 2022

Policy Goals- Personnel Handbook Revisions to Take Place

1. Recruiting and Retention- Review process, document process and update Personnel Handbook section
 - DEI work will overlap with this
 - Focus on becoming a preferred employer
2. Review and update Compensatory/Overtime section of Handbook
 - Need to implement internal form and comply with Federal/State laws
3. Create and implement Nonunion Training Policy for the Handbook
 - Need to implement required annual trainings
 - Must document procedure for employees to participate in training
 - Requirements should be documented in Handbook
4. DEI Committee implementation, work and added section for the Handbook to reflect this commitment
 - Schedule first meeting, create goals
 - Break into subcommittees
 - Document Committee and its scope/goals in the Handbook
5. Create City-wide process for volunteers- update Handbook
6. Review workers compensation procedures and workplace injury prevention
7. Update Handbook overall
 - There are many minor errors and sections of outdated information that need to be edited, reviewed and voted on

Non-policy driven, administrative goals within the Department

1. MUNIS System training and re-implementation
2. Treeno- electronic file management system
3. Human Resources based training for Upper Management
4. E2E 3.0
5. Wellness Committee and Program
6. Increase communication among employees/Staff appreciation program (newsletter, screens)