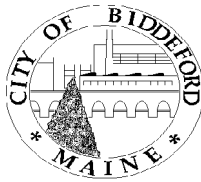


City of Biddeford
Personnel Committee
January 21, 2020 3:00 PM 205 Main Street

- 1. Call to Order**
- 2. Acceptance of Minutes**
 - 2.1. Vote on Minutes from September 10, 2019
[Minutes 9-10-19.doc](#)
- 3. Discussion**
 - 3.1. Discussion of 2020 Work Plan
[Agenda Items for Personnel Committee in 2020.docx](#)
 - 3.2. Set standing meeting day/time
- 4. Other Business**
- 5. Adjourn**



PERSONNEL COMMITTEE MEETING

September 10, 2019

Human Resources Department

4:00 PM

Minutes

ITEM 1 Call to order

Chair Councilor John McCurry called the meeting to order at 4:30pm with Councilors Michael Ready, Norman Belanger. Councilor Stephen St. Cyr excused. Also present was James Bennett, City Manager, and Diana DePaolo, Deputy Human Resources Director

ITEM 2 Acceptance of Minutes

Minutes from last meeting were accepted

ITEM 3 Memo to Management Advising on Past Practice

Motion by Councilor Ready to approve; Vote 3-0

ITEM 4 Eliminating City Engineer position and Adding Deputy Engineer

Motion by Councilor Belanger to approve; Vote 3-0

ITEM 5 Eliminating Deputy HR Director position and Adding Director of HR

Motion by Councilor Ready to approve; Vote 2-1 with Councilor McCurry opposed

ITEM 6 Updated Committee on moving from Dearborn insurance to Lincoln

ITEM 7 Overview of progress with first annual leadership program-Engage2Empower

ITEM 8 Discussion of Fire Department Staffing

ITEM 9 Other Business: Discussion of Performance Reviews

Personnel Committee Members:

Councilor John McCurry, Chair

Councilor Norman Belanger

Councilor Michael Ready

Councilor Stephen St. Cyr

Agenda Items for Personnel Committee in 2020

- New process, possibly software, for performance management
- E2E 2.0- review of last process and plans for 2.0
- Staff schedules; discussions of employee hiring and retention as well as employee satisfaction keep circling back to this topic of healthier work/life balance with more flexible scheduling/shorter weeks (may need to be part of a larger retention discussion?)
- Allowing domestic partner coverage with the Health Trust (nonunion and FD) in the same way it is available for Allegiant participants (PW and PD)
- “Reorganization” of Facilities Department and Airport supervision
- Succession planning- where will we have future openings and best way to fill those
- Update on safety committee activities and plans
- Recruiting strategies for obtaining best candidates and increasing diversity
- Compensation review and updates along with objective data on staffing levels
- Upper management training on personnel issues