



City of Biddeford
Personnel Committee
November 19, 2024 at 4:00 PM
City Hall Council Chambers

Shelly Gibson I she, her I is inviting you to a scheduled Zoom meeting.

Topic: Personnel Committee Meeting
Time: Nov 19, 2024 04:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://biddeford.zoom.us/j/3934157509?omn=91984533048>

Meeting ID: 393 415 7509

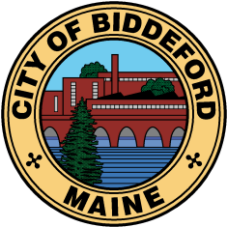
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 - +1 719 359 4580 US
 - +1 253 205 0468 US
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 - +1 360 209 5623 US

Meeting ID: 393 415 7509

Find your local number: <https://biddeford.zoom.us/j/aeccWBp0k1>

1. Call to Order
2. Approval of Minutes
 - 2.a October 15th 2024 Personnel Committee Meeting Minutes
3. Discussion
 - 3.a PMFL (Paid Maine Family Leave)
4. Other Business
5. Adjourn



PERSONNEL COMMITTEE MEETING

October 15th, 2024

Council Chambers

4 PM

Meeting Minutes

ITEM 1 Call to Order

Chair Councilor William Emheiser called the meeting to order at 4:00PM with Councilors Norman Belanger and Doris Ortiz present. Councilor Scott Whiting was excused. Also present were Jim Bennett (City Manager), Lynn Abbott (Human Resources Specialist), and Daniel Hammond (Safety & Training Coordinator).

ITEM 2 Acceptance of Minutes

Councilor Whiting made a motion to approve the minutes from September 17, 2024. Councilor Ortiz seconded the motion. The motion was approved unanimously.

ITEM 3 Discussion

3.a Sustainability Coordinator Position

Everyone agreed on the position and title change. Jim Bennett mentioned the Economic Development Coordinator position should stay listed as a position but remain vacant with no current plans to fill. The Development and Sustainability Coordinator will also continue doing the work of Economic Development Coordinator and will be moved up to level 16. Councilor Belanger made the motion to approve the title change and shift in levels, Councilor Ortiz seconded the motion. The motion was approved unanimously.

ITEM 4 Other Business

None

ITEM 5 Adjourn

Councilor Emheiser made a motion to adjourn at 4:06 PM, seconded by Councilor Ortiz, passes unanimously.

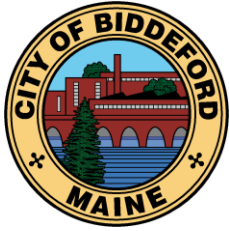
Personnel Committee Members:

Councilor William Emheiser, Chair

Councilor Norman Belanger

Councilor Doris Ortiz

Councilor Scott Whiting



PERSONNEL COMMITTEE MEETING

November 19th, 2024

Council Chambers

4 PM

Meeting Date: November 19, 2024

Meeting Time: 4pm

Agenda Item No: 3.a

Item Description: PFML Employee/Employer Deductions

Submitted by: Diana DePaolo, Human Resources Director

Supporting Information/Documentation:

More information regarding this state program can be found at:

<https://www.maine.gov/paidleave/docs/2024/faq/faqenglish.pdf>

Key Terms:

PFML - this is the Paid Family Medical Leave benefit program the State of Maine is implementing; contributions begin 1/1/25 and benefits will be available 5/1/26.

Executive Summary:

January 1st of 2025 the City will be responsible for contributing 1% of all wages into the PFML fund.

Detailed Review:

The State has created a program to provide pay to employees who need to be out of work and on FMLA. To fund this program, beginning January 1, 2025, employers will need to contribute 1% of their payroll to the fund for the program. The State is allowing employers to deduct any amount up to .5% of this mandatory contribution from employees.

For reference, for the 3rd quarter of this calendar year, the City paid out approximately \$4,568,090 in wages. For a single quarter, the 1% owed would be around \$46,000.

Most communities that we compare ourselves to are splitting the cost in this way including Auburn, Sanford, Lewiston, and Old Orchard Beach.

Funding Source:

N/A

Staff Recommendation:

I am neutral in terms of my recommendation, but I want to note that we will be required to send in the 1% for all of our union members because their contracts have ended or been renegotiated since this law became effective in October of 2023. If we can not negotiate an MOU with them to split the amount, we will need to pay the 1% until it is negotiated.