



**Groveland Personnel Advisory Board
Meeting Minutes—May 21st, 2018**

TOWN OF GROVELAND

2018 JUN -7 PH 2: 17

TOWN CLERK
RECEIVED/POSTED

IN ATTENDANCE: Mike Bacher (excused), Lynne Stanton, Stan Tusinski, Liz Zimmerman

ALSO ATTENDING:

CALL TO ORDER: Meeting called to order at 7:05pm

MINUTES: Minutes from May 14th, were reviewed and accepted.

OLD BUSINESS:

Group review of online spreadsheet was reviewed.

Chairperson responsibilities from previous minutes was discussed.

Staying on track for June 4th first draft.

GENERAL DISCUSSION:

Group reviewed updated spreadsheet, made notes on sections and catalogued them for incorporation into first draft.

Assigning each member to a specific section for writing the first draft. Broken down as follows:

Lynne Stanton – Probation

Mike Bacher – Performance Reviews

Liz Zimmerman – Discipline

Liz Zimmerman – Grievance

Stan Tusinski (all) – Vacation+Sick time

Mike Bacher - Bereavement

NEXT STEPS:

Group will create a rough draft of each assigned section for review on June 4th meeting.

Once approved by PAB they will be submitted to Finance Director for first draft review before incorporation into existing policy document

Goal is to have first draft for submittal to Finance Director for June 4th.

MEETING ADJOURNED: 08:17pm on a motion by Stan Tusinski

Seconded by Liz Zimmerman, and unanimously approved.

NEXT MEETING: June 4th, 2018 at 7:00pm, Back Meeting Room, Town Hall

RESPECTFULLY SUBMITTED BY: Stan Tusinski, PAB Secretary