

Nine point plan based on recommendations made by the Greene Report

Town of Monterey, Select Board

**Retain professional services for Human Resources**

1. The Town should retain professional human resource services.
2. The Town should retain professional mediation services.

**Update and clarify Human Resources policies and procedures**

3. The Town should adopt a new employee handbook.
  - Details specific procedures for the reporting, investigating and responding to employee disputes outside of the chain of command.
  - Directives for handling disputes between members of the Town's staff (including those under the direction of multi-member bodies) who are not necessarily employees.
  - Directives for handling improper behavior of citizens toward Town employees.
  - A specific chain of command, spelling out who is responsible for the oversight of individuals working for independent bodies that may or may not answer to the Select Board.
  - Include annual employee reviews, as well as a structure for compensation adjustments.
4. Action must be taken by the Town to address retaliatory conduct.
  - Assuring employees who have initiated complaints that they have the right to be free from retaliation.
  - Providing a conduit through which any retaliatory conduct can be reported.
  - Set a procedure for addressing retaliatory conduct, including consequences for continuing behavior.
5. The Town should implement procedures to independently address and provide redress to complainants.

**Reorganize Town Administrator position**

6. The Town should better and more narrowly define the Town Administrator role in the manner originally recommended to the Town.
7. The Town should separate the Town Administrator role from the Select Board secretary role.
  - The position of Select Board secretary be instated as a separate position from the Town Administrator. Preparation of meeting agendas and minutes should be reassigned to be a part of that position's duties, such that the agendas and minutes are being compiled by someone who does not also advise the Select Board on policy or personnel matters.

**Improve Select Board leadership**

8. The Town should offer leadership training for all Select Board members, the Town Administrator, and Department heads.
9. The Town should adopt a Select Board Code of Conduct.
  - Gives direction on Select Board interactions with other boards and committee members, Town staff, and the Town Administrator specifically.

Justin Makuc:

Date:

6/1/22

Susan Cooper:

Date:

6/1/22