

**RESOLUTION APPROVING FORMATION OF PERSONNEL MANAGEMENT COMMITTEE**

**RESOLUTION 24-**

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The following Resolution was duly presented for consideration by the Town Board:

WHEREAS, upon the long-standing recognition of a need for a personnel, employee benefits management, workplace violence, and safety committee, and in accord with the adopted rules of Town Code Article 7, the Town Board has determined that it is in the public interest to create the Personnel Management Committee; and

WHEREAS, the formation of such subcommittee is a Type II SEQRA Action such that no further environmental review is required, and upon deliberation upon the foregoing, the Town Board has determined and resolved as follows:

1. The Personnel Management Committee (“PMC”) is hereby created as a Standing and General Committee of the town.
2. Membership in the PMC shall be demographically representative of the town workforce to the greatest extent reasonably possible, and the PMC shall consist of at least three members, one of which shall be the Town Supervisor, one of which shall be the Bookkeeper, and one of which shall be a department head. Other members shall generally be selected based upon experience in management, operations, security, finance, legal, law enforcement, and human resources, including representatives from employee organizations. The members shall be selected and appointed in accord with the adopted rules of Town Code Article 7.
3. The following titles and persons are appointed to the PMC to serve until the 2025 town board organizational meeting: Chairperson, Ruth Groff, Town Supervisor; Vice Chairperson, Judy Drake, Town Board member; Mike Moseley, Highway Superintendent; Patrick Tyrrell, Parks & Recreation Supervisor; Mary Ellen Albrecht, Bookkeeper; Debbie Munson, Town Clerk; Judge John Howell, Lansing Town Court; John Zepko, Director of Planning.
4. The PMC shall perform the following duties and responsibilities:
  - a. The PMC shall function as the Town Workplace Violence Committee and Threat Assessment Team (together, the “TAT”) (see Town Code Chapter 77) and shall have overall responsibility for auditing and improving the town’s Workplace Violence Prevention Programs, complying with the requirements of the NYS Department of Labor, and recommending and helping the town to implement best practices respecting workplace violence programs, management, and reporting.

- b. The PMC shall function as the Safety Committee and shall have overall responsibility for auditing and improving the town's Safety Policy, complying with the requirements of PERMA and the NYS Department of Labor, and recommending and helping the town to implement best practices respecting safety and health procedures that best ensure a safe and healthy working environment for the Town.
- c. All minutes, reports, audits, and records of investigations shall be transmitted to the town board promptly upon completion, and all recordkeeping requirements of Town Code Chapter 77 and the NYS Labor Law shall be implemented and followed, including providing copies of all documents and committee minutes to the Town Clerk for record keeping purposes.
- d. The town board shall allocate budgetary funds sufficient to annually conduct the mandated workplace violence audits, including through the utilization of security and workplace specialists to compile data and recommendations based upon current best practices.
- e. The PMC shall examine, report, and assist with the creation of a Department of Public Works, the updating of a town-wide organizational chart, and the development of an integrated and updated Employee Handbook.
- f. The PMC shall further be primarily responsible for any collective bargaining negotiations, as well as grievances and other procedures under the New York State Taylor Law. The PMC shall also attend to any employee or other charges and grievances arising under the Employee Handbook, the Human Rights Law, or any federal, state, or local human rights or anti-discriminations laws, including conducting or overseeing any investigations directed or required by the town board or by operation of law.

And be it further **RESOLVED** as follows:

1. The existing Workplace Violence Threat Assessment Team as referenced in, and for which appointments were made by, Organizational Resolution 24-37 be and hereby is dissolved and replaced in all functions and duties by the Personnel Management Committee.
2. Any prior resolution, policy, rule, or charge creating, appointing, or charging the Workplace Violence Threat Assessment Team, including any committees performing such functions by or under differing committee names as have existed over time, including under the town's Workplace Violence Policy, be and here are superseded and wholly replaced by these resolutions.