

Personnel Board Meeting Minutes
August 17, 2016 First Floor Meeting Room Town Hall

The meeting was convened at 9:02 am.

Present: Tony Butterfield, Ron Bell, Charlie Scherpa, Catharine Porter

Others: Deborah Radway, Director of Human Resources, Sonia Aldrich, Comptroller, Sean Hannon, IT Director

Absent: Chris Hoffmann, Connie Kruger, Select Board liaison

Introductions

Agenda Review/Additions – none.

Old Business:

- Minutes of April, 2016 meeting were approved as presented, unanimously.
- Minutes of May, 2016 meeting were approved as presented, unanimously.
- Timeline for revisions to Personnel Procedures Manual were reviewed and acknowledged. Most Personnel Board members have submitted comments-Catharine will now be given the opportunity. There are sections that need a more comprehensive look and/or revision, including:
 - Introduction, responsibilities & Definitions, Appendices (Deb & Personnel Board)
 - Compensation, Probation and Hours of Work (staff committee)
 - Recruitment, Selection and Promotion (staff committee)
 - Discipline, Grievances, Layoffs, Termination and Employee Conduct (staff committee)
 - Benefits and Leaves (staff committee)

Goal is to provide Personnel Board suggestions to 4 staff committees for review and revision if desired between August and May 2017. Personnel Board would review staff suggestions, and present its suggested revision to the Select Board for summer 2017 consideration.

New Business:

- Reorganization of Information Technology Department staffing structure: Ms. Aldrich and Mr. Hannon presented a proposal to reorganize the flow of work in the IT department and assign specific functional responsibilities for management of the town's software. They proposed to
 - replace the current Level 5 GIS Administrator position with a Level 6 Applications Manager position and to move the GIS administrator into that position. The new position will assume responsibility for evaluation and implementation of the full menu of software applications used by town departments, and will manage another new position, an Applications Analyst position.
 - The Applications Analyst will assist with software implementation, troubleshooting, support and training. The Applications Analyst was proposed to be created at Level 4 on the classification plan. This position would replace the current Level 5 Budget and Software Analyst position on July 1, 2017.
 - Aldrich and Hannon presented two new job descriptions for the positions. Ms. Radway used the 2014 Classification Study Position Evaluation system to assign point factor rankings for the new positions. The positions scored at Level 6 and Level 4 respectively, and she supports the request.
 - Temporary Town Manager David Ziomek has reviewed and approved the request.
 - **Motion made and seconded to create the position of Applications Manager and assign it to Level 6 on non-union classification plan, and to delete the position of GIS Administrator at Level 5. No additional discussion and Approved Unanimously.**
 - **Motion made and seconded to create the position of Applications Analyst and assign it to Level 4 on non-union classification plan. Mr. Scherpa commented that it would be smart to add additional managerial responsibilities to reduce the flatness of the organization chart for the network and systems positions as well. There was no additional discussion and Approved Unanimously.**
- **New Hires and Exits Report:** For Fiscal Year 16 completed, there were 20 exits (4 female, 2 Hispanic; 18 white) and 18 new hires (6 female, 1 Hispanic; 17 white). Since July 1, 2016 there have been 4 exits (2 female/2 female all white) and 4 new hires (4 white males). There are additional pending new hires who are both female and reflect more diversity.

- **Part-time Sick Leave Use Report:** There are 77 active eligible part time employees with a total balance of 2179 hours of unused sick and personal leave. 32 of them (42%) have used accrued sick or personal leave including all departments. A total of 23% of all accrued Leave time has been taken. The Policy and its application of use is working.
- **Part time Salary Schedule-** while not an official agenda topic, Ms. Radway shared her thoughts about the concept of potentially expanding the current 7 step part time salary schedule to 9 steps starting January 1, 2017 when the minimum wage increases to \$11.00/hour in Massachusetts. The non-union, SEIU and DPW salary charts all have 11 steps. Adding 2 additional 3% steps at the top of the 7 step chart allows the basic integrity of the current structure to remain in place but allows department heads the ability to eliminate wage compression and provide additional steps if budgeted to part time staff already at the top step. The Board encouraged Ms. Radway to pursue this approach although Mr. Scherpa says he prefers fewer steps in general.
- Schedule of Upcoming Meetings- September 21, October 19, November 16, December 14 or 21, January 18, 2017.

Meeting adjourned at 10:05am

Deborah Radway, notetaker