

PERSONNEL BOARD MINUTES

October 18, 2010

Senior Center, Walker Room
7:00 p.m.

Present: Wayne Heward, Chairman
Alexander Salmela
Anita Stiles
Jeannie Horne, Ex Officio

Absent: Robert L. Molla, III
Jean M. Riley

A meeting of the Duxbury Personnel Board was called to order at 7:10 pm. The Minutes of the previous meeting were read and unanimously accepted.

The Professional Supervisory Unit Decertification certificate was upheld. The By-Law Governing the Duxbury Personnel Plan was reviewed by employees. The Board discussed COA changes regarding bus drivers, and illustrated that they currently have a salary range under the FY 2011 Personnel Plan. The COA needs to examine the impact of the increase to GATRA, since the bus drivers are paid through a grant from GATRA.

Changes for FY 2012 Personnel Plan included an amended comp schedule and staffing update. Call Firemen need to be moved to Schedule R and would require performance evaluation and related merit review/increase plan. It was suggested that Jeannie Horne call Nancy to inform her that the Boards' understanding is that the issue is addressed in the near term, but that we will keep an eye on this. She should refer to the Board any time she feels it is necessary.

It was noted that we have been offering health insurance for elected officials. Wayne made a motion to grandfather insurance for elected officials; the motion was seconded. After discussion, 2 voted in favor, and 2 opposed the motion. the Board could make the recommendation to grandfather the current subscribers and carve out the Town Clerk.

Staffing update: With regard to the Library Director recruiting effort it was suggested that the search committee consider videoconferencing or Skype. New Hires included a Program Assistant (up to 8 hours per week, Formula Grant COA, Personnel Plan) and Assistant Outreach Coordinator (10 hours per week, Friends Grant COA, Personnel Plan). There was one voluntary termination – Specialist Operator, Land and Natural Resources (DPW CBA) and no involuntary terminations.

The meeting was adjourned at 8:00 pm.

The next meeting of the Board is scheduled for 7:00 pm in the Philbrick Room at the Senior Center, on Monday, November 15, 2010.

Jeannie Horne, Human Resources Officer