

**TOWN OF DUXBURY, MASSACHUSETTS
PERSONNEL BOARD MINUTES**

January 13th, 2014

Old Town Hall
7:00 p.m.

Present:

Wayne Heward, Chairperson
Liz Hartford
Stephen Shay
Jeannie Horne, Ex Officio
Marianne Gonsalves, Ex Officio

Absent

Anita Stiles
Karen Butcher

Guest Speakers

Mary Beth MacQuarrie – IS Director

The meeting was called to order at 7:30 pm.

Mary Beth MacQuarrie, Information Systems Director, presented an overview of her proposed IT Technical Support position. She began by providing the Board with an overview of her tasks, responsibilities and projects. Mary Beth told the Board that her job touches practically every system that the Town utilizes to properly function. Maintenance of systems, programs, systems software, employee education, technical support, hardware acquisition, development and security are just some of the duties Mary Beth shared with the Board. Mary Beth stated that there are a lot of issues go on the back burner because she is a one person department. With an IT Technical Support person, she could tackle these issues. Mary Beth addressed questions from the Board in regards to outsourcing, town and school collaboration and training. At the conclusion of Mary Beth's presentation the Board was in agreement that adding a support position was necessary in order to continue quality information systems services and technology for the Town. The Board discussed and were in agreement that a Bachelor's Degree would be required for this position as well as experience. Jeannie Horne stated that the requirements in the job posting would allow for any combination of education and experience. If approved at Town Meeting, recruiting could start as soon as possible with a hire date of July 1st, 2014. The Board also discussed grade placement for this position. Wayne Heward made a motion to approve the proposal to add an IT Technical Support position under grade seven of the Personnel Plan. Steve Shay seconded the motion. All were in favor, 3:0.

December 18th, 2013 meeting minutes were distributed and reviewed. Chairperson, Wayne Heward stated that there wasn't a quorum for approval so the December 18th, 2013 minutes would be reviewed and approved at the next Personnel Board meeting.

Jeannie Horne distributed the draft Reasonable Suspicion Policy. The Board reviewed and suggested two changes on page two, section one (Examples of Circumstances) and page three, paragraph three (Testing Performed) and confirmed changes suggested and reviewed with Labor Counsel. Steve Shay made a motion to accept the Reasonable Suspicion Policy. Wayne seconded the motion. All were in favor, 3:0.

Jeannie Horne asked everyone to refer to the FY15 Personnel Plan and reviewed proposed changes .Language was added or changed to; Verification of Background Checks (page 6), Pre-employment physicals and drug tests (page 14), Notification of Emergency Hires (page 14), Notice of Intent to Use Leave (page 17), Medical Certification form location (page 17), FMLA Reserve Obligation – Military Leave (page 21), Bereavement (page 22), Grievance Procedure (page 24), Merit Increase/Lump Sum (page 26), Promotions and Transfers (page 29), Salary Administrative Guidelines review (page 34), 3 positions were added to the Salary Administration Guidelines (page 35 and 36) and Maximum Per Hour Rate, increased, effective 1.18.14 for the Regional Safety Public Safety Dispatchers. Wayne Heward made a motion to accept all of the changes to the FY15 Personnel Plan. Steve seconded the motion. All in favor, 3:0. Jeannie stated that she will distribute to all Town Managers for review before Town Meeting.

Jeannie updated the Board on the Collins Center response to the Town Wide Compensation & Classification Study and shared the last email correspondence with Mary Aicardi, Associate for the center, which included the final cost of the study. Jeannie stated that the Collins Center has been highly recommended and has a good reputation. A review of positions under Grade 8 in the Personnel Plan was reviewed. Jeannie listed the titles in grade eight. Liz Hartford commented that the study will be good to confirm where titles sit currently in the salary guidelines. Wayne Heward made a motion to support the Town Wide Compensation & Classification Study. Liz Hartford seconded the motion. All were in favor, 3:0.

01.13.14

1. Staffing Update was provided by Marianne Gonsalves.
 - a. Recruiting – DPW Administrative Assistant
 - b. New Hires – Seasonal Worker - DPW/Cemetery Dept (Personnel Plan)
 - c. Promotions and Transfers – Aerial Lift Operator, DPW Office Manager, Aquatic Supervisor
 - d. Voluntary Terminations – COA Assistant Director
 - e. Retirements – None

Meeting adjourned at 9:30 pm

Documents reviewed:

1. Personnel Board Meeting Agenda dated January 13th, 2014
2. Personnel Board Meeting Minutes dated December 18th, 2014
3. Reasonable Suspicion Policy
4. FY15 Personnel Plan
5. Collins Center - Town Wide Compensation and Classification Study

Next meeting is scheduled for 02.10.14

Marianne Gonsalves - Human Resources Administrative Assistant

Submitted: 02.10.14 and 04.30.14 (no quorum) 5.19.14 (approved)

Approved: 05.19.14