

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

February 10th, 2014

Old Town Hall
7:00 p.m.

Present:

Karen Butcher
Stephen Shay
Anita Stiles
Liz Hartford
Jeannie Horne, Ex Officio

Marianne Gonsalves, Ex Officio

Absent:

Wayne Heward, Chairperson

Guest Speaker:

Joanne Moore COA Director

The meeting was called to order at 7:05 pm.

Liz Hartford motioned to open meeting. Karen Butcher seconded the motion. All in favor 4:0.

Guest speaker, Joanne Moore, COA Director, reviewed her plan to restructure the Assistant Director position that had been recently vacated. Joanne explained that her proposal would turn the vacated position into 3 positions; Program Coordinator (Activities), Administrative Associate (Front Desk) and Program Manager. In addition, a Media Communications Coordinator position will be posted and filled. Joanne explained that there is a great need to fill these positions and the responsibilities of the recently vacated position will now be distributed across three positions. Jeannie Horne added that the Town is now considering volunteers as internal candidates. COA has 247 volunteers. Joanne explained that there are three different funding sources for these positions as referenced on the COA organizational chart. Jeannie stated that these positions were added to the Personnel Plan for approval at 2014 Town Meeting, adding that these positions are budget neutral. Steve Shay motioned to accept the COA structure as presented by Joanne. Liz Hartford seconded the motion. All in favor, 4:0.

Acceptance of meeting minutes: Karen Hartford made a motion to accept the 12.18.13 minutes. Anita Stiles seconded the motion. All in favor, 4:0. Board didn't have a quorum present to accept the 1.13.14 meeting minutes. Vote to accept will be postponed until next meeting.

Jeannie Horne provided the Board with the IT Tech Support job description and reviewed the minor changes she made to the education qualifications for the position. Steve Shay made motion to accept the changes. Anita seconded the motion. All in favor, 4:0.

Jeannie distributed the FY14 and FY15 compensation and classification handouts explaining that 'FinCom' would like her to provide a ten year salary activity report for non union town employees. Jeannie stated that some members of 'FinCom' are concerned with the 60% increase in staff salaries during the past 10 years. Jeannie stated that 'FinCom' has asked that the Personnel Board be present for the review of the compensation study for FY14 and FY15.

Town Wide Compensation Study: The Board discussed Article 22 and decided that before they bring this study forward, the Town wants to resolve some unanswered questions. The Town would like to have a more detailed discussion with the consultant, in an effort to more completely understand the approach and methodology that will be used, and to ensure that the effort will mirror our existing compensation philosophy. Karen Butcher made a motion to indefinitely postpone Town Meeting Article 22; Town Wide Compensation and Classification Study. Liz Hartford seconded the motion. All in favor 4:0.

Jeannie then discussed additions/changes made to the FY15 Personnel Plan; military FMLA, dating prohibition and the addition of COA positions.

Staffing Update:

- a. Recruiting – DPW Administrative Assistant
- b. New Hires – Seasonal Worker – DPW/Cemetery Dept (Personnel Plan)
- c. Promotions and Transfers – None
- d. Voluntary Terminations – None

02.10.14

e. Retirements – Town Clerk

New Business – None

Meeting adjourned 8:48pm

Documents reviewed:

1. Personnel Board Meeting Agenda dated February 10th, 2014
2. Personnel Board Meeting Minutes dated 12.18.13 and 01.13.14.
3. Job Descriptions - Council on Aging
4. FY 14 Compensation and Classification
5. FY15 Personnel Plan
6. IT Tech Support Job Description
7. Town Wide Compensation/Classification Scope of Work.

Next meeting is scheduled for 03.17.14

Marianne Gonsalves - Human Resources Administrative Assistant

Submitted: 04.30.14 (no quorum) 05.19.14 (approved)

Approved: 05.19.14