

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

May 19th, 2014

Old Town Hall
7:00 p.m.

Present:

Wayne Heward, Chairperson
Karen Butcher
Liz Hartford
Steve Shay
Jeannie Horne, Ex Officio

Marianne Gonsalves, Ex Officio

Absent:

Anita Stiles

Guest Speaker:

Joanne Moore COA Director
Carol Jankowski – Library Director
Nancy Denman - Children's Srvc's Dept Head.

The meeting was called to order at 7:10 pm.

Chair Wayne Heward motioned to open meeting. Karen Butcher seconded the motion. All in favor 4:0.

Acceptance of meeting minutes: Wayne Heward made a motion to accept the January 13th 2014 and February 10th, 2014 meeting minutes. All in favor 4:0. No quorum present at meeting to accept the April 30th, 2014 meeting minutes. Vote to accept April 30th, 2014 meeting minutes will be postponed until next meeting. All in favor 4:0.

Guest speaker, COA Director, Joanne Moore appeared before the Board to request a title and grade change to the position of Home Delivered Meals Organizer. Joanne would like to rename position to Home Delivered Meals Coordinator as well as an upgrade from salary grade 2 to salary grade 3. Joanne then reviewed for the Board; the history of the position, current status and the responsibilities of this position. Joanne emphasized the need to hire a licensed social worker or someone with related experience for this position in order to conduct initial assessments for senior program participants. Joanne stated that this position would be budget neutral. Liz Hartford asked if Joanne felt she could acquire someone with the required educational level at grade 3's salary range. Joanne stated that she believed she could. Jeannie explained that this grade change wouldn't cause any issues with internal equity. Steve Shay made a motion to increase the grade from two to grade three. Wayne Heward seconded the motion. All in favor, 4:0.

Guest speakers: Carol Jankowski, Duxbury Free Library Director and Nancy Denman, Department Head, Children's Services. Carol and Nancy spoke to the Board about research that they had compiled concerning salary compression, where earnings for subordinate positions approach and at times surpass their supervisors. A 'Wage and Personnel Board Discussion' handout was distributed to the Board for review. Nancy Denman began by stating that this proposal was previously presented to the HR Director, Town Manager and Library Division Heads addressing concerns about salary compression with Library employees moving from a union position to management. The findings revealed, in some cases, when a union employee is promoted to a management position, the salary is comparable and the incentive to move into a management position, compensation wise, is lacking. The handout listed salary guideline changes in the Personnel Plan from 2011 to 2013 and Nancy believed that these "do not address this concern, but actually exacerbate it by making the language increasingly vague." Page two of the handout provided two examples in graph format, displaying salary compression under the Personnel Plan provisions that has occurred and is anticipated going forward. Page three provided a summary stating the Library Director and Managers believe that they currently have a flourishing and highly successful organization, hire enthusiastic highly credentialed staff, and promote professional growth which in turn translates in to excellent service to the residents of Duxbury. In addition, it told of their commitment to succession planning in order to continue to strive for excellence and retention of great staff. Carol and Nancy proposed the following solutions; 1). Personnel Board use the next 3 years (at which time the Library contract will be up for renewal) as an examination of the salary compression issues resulting from the Personnel Plan Bylaws and 2). Recognize years of service when an internal candidate is promoted if the candidate is working within the same department. Years of service should be used as a negotiating mechanism for an internal candidate moving from union to management role. Chairman, Wayne Heward thanked Carol and Nancy for presenting their concerns to the Board and stated that the Board will be discussing and addressing this issue. After a brief post presentation discussion the Board asked Jeannie Horne to provide them with a list of the town's active employee compensation (union and non union) in order to determine where the salary compression is occurring for discussion at the next meeting as well as data about other municipalities whom may be experiencing salary compression and how they are addressing it.

Staffing Update:

- a. Recruiting – HVACR Technician, Executive Assistant to the Town Manager, Information Technology Support Technician (Personnel Plan), Firefighter/Paramedic (CBU)
- b. New Hires – 2 P/T Seasonal Helpers (Treasurer/Collector), 3 DPW Seasonal Summer Workers, 1 DPW Temporary Worker (Cemetery), 11 Seasonal Endangered Species Monitors and 2 Seasonal Harbormaster Assistants (all Personnel Plan)
- c. Promotions and Transfers – None
- d. Voluntary Terminations – None
- e. Retirements – Town Clerk

New Business – None

Meeting adjourned 9:04pm

Documents reviewed:

1. Personnel Board Meeting Agenda dated 05.19.14
2. Personnel Board Meeting Minutes dated 01.13.14, 02.10.14 and 04.30.14
3. Duxbury Free Library - Wage and Personnel Board Discussion

Next meeting is scheduled for 06.16.14

Marianne Gonsalves - Human Resources Administrative Assistant

Submitted: 06.16.14

Approved: 06.16.14