

TOWN CLERK

TOWN OF DUXBURY, MASSACHUSETTS
PERSONNEL BOARD MINUTES 14 OCT 23 AM 10:35

DUXBURY, MASSACHUSETTS
September 22nd, 2014

Old Town Hall
7:00 PM

Present:

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

Absent:

Anita Stiles
Karen Butcher
Marianne Gonsalves, Ex Officio

Guest Speakers:

Mathew Clancy, Police Chief
Kevin Nord, Fire Chief
Steve Dunn, Director of Assessing
Peter Buttkus, DPW Director

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

Chair Wayne Heward motioned to open meeting. Karen Butcher seconded the motion. All in favor 5:0.

Jeannie Horne reviewed for the Board the grievance process according to the Personnel Plan. Chairman Wayne Heward stated that the Board's purpose is to elicit information, discuss and arrive at a decision.

Guest Speaker, Trudy Lavin, DPW Office Manager presented her Step 3 Grievance as detailed in the following attachment for review by the Board in open session pursuant to Personnel Plan, Part 1, Section 14. Trudy explained to the Board that per the Freedom of Information Act, she has requested additional information pertaining to her grievance submitted to Human Resources on 9.19.14. Upon receipt, Trudy stated that she will provide the Board with data that she feels will support her request. The Board unanimously agreed that they will await the requested information, review and discuss at the next Personnel Board meeting.

Guest Speaker Nancy Denman, Duxbury Free Library, Department Head, Children's Services. Nancy initially spoke to the Board on May 19th, 2014 in regards to research that she and Library Director Carol Jankowski had compiled concerning salary compression results in library staff income, approaching and at times surpassing their supervisors in compensation. Nancy Denman summarized her past presentation 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, was lacking. Salary guidelines changed 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." Nancy re-emphasized the commitment to succession planning in order to continue to strive for excellence and retention of great staff. Nancy inquired about the Collins Center Report and recommendations. Karen Butcher replied that the Collins Center stated that they will assist us in strategic plans and provide us with ideas and a different perspective on best practices. Jeannie Horne added that the Collins Center Report will focus on the Personnel Plan, not unions. Rene Read, Town Manager stated that a lot of information was given to them and the result of the initial meeting revealed that we were doing a lot of things well and the Collins Center will assist us on correcting the practices that need revision. Nancy asked that she and Carol Jankowski be kept in the loop on progress of the Collins Report and findings. The Board was in agreement, and that they would keep Nancy and Carol in the loop.

Jeannie Horne reviewed the Domestic Violence Leave Policy with the Board. Jeannie stated that she will review the draft policy with the Board of Selectmen at the October 6th, 2014 Town Meeting after it passed in an August statute. Wayne made a motion that the policy be approved. All in favor 5:0.

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June 16th, 2014 meeting minutes were reviewed. Wayne Heward made a motion to approve. All in favor 3:0.
August 4th, 2014 meeting minutes were reviewed. Request to correct spelling of a guest speaker name.
Wayne Heward made a motion to approve. All in favor 5:0

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New Business – None

Wayne made a motion to defer the following agenda items to the next meeting; review of recommended FY16 Personnel Plan changes, and Staffing Update. All in favor, 5:0.

Meeting adjourned 9:20 pm.

Documents reviewed:

1. Personnel Board Meeting Agenda dated 09.22.14
2. Personnel Board Meeting Minutes dated 6.16.14 and 08.04.14
3. Personnel Plan Grievance, at step 3 pursuant to Part1, Section 14
4. Draft Domestic Violence Policy
5. Proposed Collins Center Compensation Study

Next meeting is scheduled for 10.6.14

Marianne Gonsalves - Human Resources Administrative Assistant

Submitted: 10.20.14

Approved: 10.20.14