

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

15 FEB 26 AM 10:04

January 12<sup>th</sup>, 2015  
DUXBURY, MASS.

Old Town Hall  
7:00 PM

**Present:**

Wayne Heward, Chairperson  
Karen Butcher  
Steve Shay  
Anita Stiles  
Jeannie Horne, Ex Officio

**Absent:**

Liz Hartford

**Guest Speaker:**

Joanne Moore COA Director

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

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

Board reviewed 11.10.14 meeting minutes. Wayne Heward motioned to accept the 11.10.14 meeting minutes. Anita Stiles seconded the motion. All in favor 4:0.

Guest Speaker Joanne Moore, COA Director, presented information supporting her proposal for four grade changes in the Council of Aging organizational structure for FY16. Joanne reviewed the expanded responsibilities associated with each position and requested the following changes be approved; Volunteer Coordinator grade 3 to Volunteer Manager grade 5, comp positive, Food Service Coordinator grade 3 to Food Service Manager grade 5, comp neutral. Joanne explained that responsibilities have not changed for these 2 positions, just the organizational structure will change. Finance Coordinator grade 3 to Finance Supervisor grade 4, comp positive and Finance Assistant grade 2 to Finance Coordinator grade 3, comp positive. Joanne referred to the revised job descriptions for these two positions noting expanded responsibilities associated with each. Jeannie Horne commented that a lot of attention was given to COA's initial reorganization when their Assistant Director left and the final org structure gave greater ownership for each employee in their new role. Karen Butcher asked if there would be any internal equity problems resulting from grade increases. Jeannie Horne stated after review, there would be no problems with internal equity. Jeannie added that these proposed changes will be detailed in the DRAFT FY16 Personnel Plan and will be presented to the Personnel Board Monday, 1.12.15 and to FinCom, on a date TBD, along with the final draft for the Personnel Plan. Jeannie stated that she will distribute the updated DRAFT Personnel Plan under separate cover once it has been reviewed by labor counsel. Wayne Heward motioned to approve changes in the COA organizational structure. Anita Stiles seconded the motion. All in favor 4:0.

Jeannie Horne reviewed the additional 3 proposed changes to the draft FY16 Personnel Plan; First, the change to the 400 hour sick leave pay out at retirement. Jeannie provided the board with data regarding the number of incidences and dollar amounts of sick time paid out upon retirement. The board discussed the pros and cons of changing this provision in the plan and which grade levels of the plan it would apply to. Jeannie Horne stated that it is too late to make any changes for this year. Wayne stated that he believes that we should present it to FinCom. Wayne motioned to table the '400 sick hour upon retirement' discussion for this year. Karen Butcher seconded the motion. Wayne made a second motion to table the discussion regarding management grade levels and '400 sick hour payout' upon retirement for this year. Anita Stiles 2nd the motion.

Next, the Board reviewed the new CORI (Criminal Offender Record Information) language. Jeannie stated that she has been working with Labor Counsel to revise our CORI policy. The biggest problem was

determining which specific employee positions are subject to CORI. It is important that we 'spell it out' to ensure the consistent adjudication of the policy, notification to impacted employees that CORI's will be conducted, screening process, appropriate access to CORIs, how CORIs will be used and the required process for adverse CORIs is followed.

New sick time law language: Jeannie explained that initially Labor Counsel told us that we needed to abide by the new law, but we have learned that we have the option to adopt the law as a local entity.

Domestic Violence Leave Law: Just need to place into the plan. Jeannie commented that as soon as the Employee Handbook is ready to be created, we will have a lot of frame work done. She and Wayne will be presenting these changes to Finance Committee on 1.22.15 and to Board of Selectmen on 1.26.15. She will distribute draft plan to employees on 1.13.15.

Collins Center compensation study scope and cost: Jeannie distributed copies of letter received from Collins Center. The cost of \$4,000.00 for the scope of work for Survey and Consultation services was discussed. Jeannie shared that a suggestion was made to place this cost in Article 4 and Town Meeting can then vote on it at Town Meeting. Karen Butcher commented that we need to make sure that we obtain information from Collins on 'best practices' and what other municipalities are doing. We will need time to review and respond as well as being presented to the board before it goes to Town Meeting. Karen felt that the price was a very good deal for of 4 visits.

New Business: Jeannie updated the board on the Personnel Plan Grievance, at Step 3 pursuant to Part 1, Section 14. Jeannie read aloud the letter from Wayne Heward stating salary increase would be retroactive to July 1<sup>st</sup>, 2014. Also, Jeannie stated she met with Department Heads from Conservation, Recreation and Harbormaster and informed them that she wouldn't be able to provide an increase due to the bylaw and the voters decision couldn't be overridden.

Staffing Update: provided by Marianne Gonsalves

Documents reviewed:

1. Meeting Minutes – November 12<sup>th</sup>, 2014
2. COA organizational chart
3. COA Finance Assistant revised job description
4. COA Finance Supervisor revised job description
5. Draft FY16 Personnel Plan
6. Collins Center Scope of Work for Survey and Consultation services letter.

Wayne Heward made a motion to adjourn the meeting. Anita Stiles seconded the motion.  
Meeting adjourned 8:18 PM

Next meeting is scheduled for 02.23.15

Marianne Gonsalves, HR Administrative Assistant

Submitted: 022315

Approved: 022315