

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

Old Town Hall  
7:05 PM

TOWN CLERK  
November 18<sup>th</sup>, 2015  
15 DEC 15 PM 3:20  
DUXBURY, MASS.

**Present:**

Liz Hartford	Jeannie Home, Ex Officio
Jonathan Ruttgers	Marianne Gonsalves, Ex Officio
Steve Shay	<b>Absent:</b>
Anita Stiles	Karen Butcher

Call to Order: Anita Stiles called the meeting to order. Steve Shay seconded the motion. All in favor 4:0. The meeting began at 7:05pm.

Executive Session: N/A

New Business:

- a. Review Draft Revised Exit Interview form:  
Jeannie Home distributed the Town's Exit Interview form containing proposed revisions for Board review and input in terms of what the Board would like to see measured overall during exit interviews. Jeannie explained that this form is used to collect information during an exit interview with employees who are voluntarily terminating from employment. Feedback is then given to the employee's supervisor after employee has left their job. After considering each item, the Board proposed revisions to the form. Jeannie will edit the form accordingly.
- b. Proposed Town Meeting Article to include Personnel Plan within the General Bylaws:  
As a result of her work on the Towns' current compensation practice study, Mary Flanders Aicardi, Associate with the Edward J. Collins, Jr. Center for Public Management asked why the Personnel Plan required both funding AND language approval annually at Town Meeting. Jeannie verified this requirement with Town Counsel, and asked the Personnel Board if they would consider a Town Meeting Article bringing the Personnel Plan Bylaw within the General Bylaws (along with any other similar enactments) requiring approval for funding only. After discussion, the group did not recommend to move forward a similar Town Meeting article.

Old Business:

- a. Collins Center Study:  
Jeannie provided an update of "where we are" in the Collins Center Study process. Some employees have inquired and Jeannie has kept them informed. A "Workgroup" meeting has been scheduled with Mary Flanders Aicardi to review some of the preliminary suggestions.
- b. Board Appointments/Re-appointments/selection of Chairperson:  
At the Personnel Board meeting on October 19<sup>th</sup>, 2015, Jeannie informed the Board that she's reached out to "D.O.G" (Division of Open Government) and was informed that the Personnel Board, according to the regulations, will need a Chairperson. After a brief discussion, Steve Shay nominated Liz Hartford and Karen Butcher for co-chairs for the Personnel Board. Jonathan Ruggers second the motion. All in favor 4:0.
- c. Review of draft FY17 Personnel Plan:  
The Board reviewed Jeannie's proposed revisions to the FY17 Personnel Plan. Discussion followed and feedback was provided on each suggested revision.

Staffing Update: provided by Marianne Gonsalves

Open Session Minutes: Review of October 19<sup>th</sup>, 2015 and November 18<sup>th</sup>, 2015 meeting minutes will be postponed until the December 14<sup>th</sup>, 2015 meeting.

Documents reviewed:

1. Meeting agenda.
2. Draft FY17 Personnel Plan.
3. October 19<sup>th</sup>, 2015 and November 18<sup>th</sup>, 2015 meeting minutes.
4. Draft revised exit interview form.

Adjournment: Anita Stiles made a motion to adjourn. Steve Shay seconded the motion. Meeting adjourned 8:35pm.

Next meeting is scheduled for 12.14.15

Marianne Gonsalves, HR Assistant

Submitted: 12.14.15  
Approved: 12.14.15