

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

Personnel Board Meeting
Old Town Hall – Conference Table
7:30 pm

April 4th, 2016

Present	Absent
Karen Butcher	Anita Stiles
Elizabeth Hartford	
Steve Shay	
Jonathan Rutgers	
Jeannie Horne, Ex-Officio	
Marianne Gonsalves, Ex-Officio	

Call to Order: Karen Butcher called the meeting to order. Jonathan Rutgers seconded the motion. All in favor 3:0. The meeting began at 7:33pm.

Executive Session: N/A

New Business:

- a. Collins Center Study Part II: Jeannie Horne, HR Director, began the discussion regarding re-engaging the Collins Center to re-examine our non-union compensation and annual merit pay systems, the introduction of ‘equity pay’ in accordance with annual increases granted to annual ‘cost of living’ (COLA) negotiated with our unionized workforce and to create a comprehensive, incremental compensation system with a process for hiring, promoting and reclassifying non-union positions and to re-evaluate salary compression. The Personnel Board offered their support and outlined the next phase of the Collins Center project:
 - Identify potential benchmark communities
 - Provide a market based salary survey
 - Propose a grouping of positions by grade
 - Outline preliminary salary ranges
- b. Upcoming Performance Evaluation Process Ms. Horne reviewed some options in terms of simplifying the Personnel Plan’s performance evaluation process as recommended by the Collins Center. In response the Personnel Board recommended that we wait to make changes to the existing Personnel Plan’s Performance Evaluation Process until the next phase of the Collins Center work is complete.
- c. Possible Performance Evaluation Document Changes for FY 18- With the understanding that the Board recommended that the Town wait to make changes to the existing Personnel Plan’s Performance Evaluation Process until the next phase of the Collins Center work is complete, we did examine the Town of Foxborough Performance Review/Professional Development Plan and Self Evaluation documents provided by the Collins Center as well as GATRA’s Performance Feedback and Goal Setting Guide provided by our COA Director. The Board did suggest that in the future we remove the accomplishments section from our current process and have employees provide a list of persons their supervisor can contact to obtain meaningful feedback with regard to performance during the review period.

Old Business:

- a. Review of Annual Town Meeting Articles amending the Town By-law known as the "Duxbury Personnel Plan": Ms. Horne explained that Annual Town Meeting Article 4A was approved, providing funding for the Collins Center Study Part II, continuing the current Personnel Plan grades and salary ranges, eliminating the salary administration guidelines and years of service quadrants. However, Annual Town Meeting Article 4B had support

from Labor Counsel, Town Counsel, Personnel Board, FinCom, Gov't Study Committee and BOS to remove the Personnel Plan from the By-law. However, just before Town Meeting conflicting language was identified in the Article, with regard to whether or not the classifications and compensation schedules would remain the purview of Town Meeting as described during our presentations to the aforementioned entities. Rather than amend the Article on Town Meeting floor Article 4B was indefinitely postponed with the intention to revise the Article and bring it forward once we have the Collins Center's Study Part II recommendation.

- b. Collins Center Study Part I – Results/Recommendations: Ms. Horne and the Board reviewed the specific recommendations outlined in the Collins Center's January 8, 2015 report including a subsequent recommendations regarding compensation related definitions.

Staffing Update: Provided by Marianne Gonsalves

Open Session Minutes: 1/11/16, 1/25/16, 2/11/16, 2/23/16

Documents reviewed:

1. Meeting agenda
2. Town of Duxbury Performance Documents
3. Town of Foxborough Performance Review/Professional Development Plan and Self Evaluation
4. GATRA's Performance Feedback and Goal Setting Guide
5. Personnel Plan Amendments – Article 4B and 4A
6. 2/23/16 email from Mary Aicardi, of the Collins Center outlining compensation related definitions

Adjournment: Steve Shay made a motion to adjourn. Liz Hartford seconded the motion. Meeting adjourned 8:43 pm.

Next meeting is scheduled for 5/17/16

Jeannie Horne, Human Resources Director

Submitted: 5/23/16

Approved: 5/23/16