

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

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

May 23, 2016

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

Call to Order: Anita Stiles called the meeting to order and Karen Butcher seconded the motion. All in favor 4:0. The meeting began at 7:33pm.

Executive Session: N/A

New Business: N/A

Old Business:

Collins Center Study Part II: The Board reviewed and discussed the Collins Center's Proposed Work Plan dated 5/18/16 detailing the second phase of the study. The Board suggested that we revisit our compensation study objectives;

- a. Task 1, REFINE THE SCOPE OF THE PROJECT-Members agreed with the scope of the project to include a market/benchmark study.
- b. Task 2, CREATION OF COMPREHENSIVE DRAFT POSITION DESCRIPTIONS-Members recommended using existing job descriptions, with Department Heads review to make sure they accurately reflect today's jobs, with recommended changes to the Human Resources Director.
- c. Task 3, SALARY SURVEY- Members recommended identification of 20 like communities, leveraging available data from the Massachusetts Municipal Personnel Administrator salary database to identify any internal and/or external equity issues.
- d. Task 4, CLASSIFICATION OF POSITIONS-Members do not want to use a point factor system, and expressed their belief that these positions are placed in the right grades, with a few reconsiderations.
- e. Task 5, CREATION OF SALARY SCHEDULE-Members would like to see sample salary administration guidelines, and a review of the existing classification structure to include recommendations for modification as necessary to assign grades to each position.
- f. TASK 6, PREPARATION OF A DRAFT FINAL REPORT- Members recommended more than one week to review the draft report.
- g. TASK 7, SUBMITTAL & PRESENTATION OF THE FINAL REPORT-Members did not have any changes to recommend.

Staffing Update: Provided by Jeannie Horne

Open Session Minutes: 1/11/16, 1/25/16, 4/4/16

Documents reviewed:

1. Meeting agenda
2. Collins Center Proposed Work Plan dated 5/18/16

Adjournment: Anita Stiles called the meeting to order and Karen Butcher seconded the motion. All in favor 4:0. The meeting began at 7:33pm.

Next meeting is scheduled for 6/20/16

Jeannie Horne, Human Resources Director

Submitted: 6/20/16

Approved: