

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

Personnel Board Meeting
Old Town Hall – Conference Table
7:00 pm, August 01, 2016

TOWN CLERK
2016 NOV 22 AM 11:55
DUXBURY, MASS.

Present

Karen Butcher
Steve Shay
Jonathan Ruttgers
Elizabeth Hartford
Jeannie Horne, Ex-Officio
Ashley Tanis

Absent

Anita Stiles

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

Executive Session: N/A

Open Session Minutes: 6/20/16

New Business:

Old Business:

Collins Center Study Part II:

The Personnel Board reviewed and approved the minutes of 6/20/16 and discussed the next steps in the compensation study based on Collins Center's proposed work plan, budget, and potential outcomes of different options moving forward.

The Board reviewed the Massachusetts Municipal Personnel Administrator (MMPA) List Serve results, solicited by Jeannie Horne, regarding COA Bus Driver compensation. These results were requested due to recent recruiting challenges for this position and according to the data, it does appear that we are slightly below the average compensation. The Board recommended leaving the current COA Bus Driver starting rate at \$13.29, and waiting to see if the expanded marketing efforts yield more applicants. Similarly, the Board also reviewed information from the Veteran's Agent detailing compensation of his peers in area communities. Again, it does appear that we are slightly below average. The Board recommended that we include these issues as part of our planned examination of non-union compensation.

The Board also reviewed more MMPA List Serve results regarding compensation studies conducted by other communities, cost and sample results to see what other consultants have provided. After reviewing these results the Board decided to consider other options rather than simply moving forward with the 'Collins Center Part II' due to concerns about the original \$4,000, revised \$32,000, and eventual \$17,000 cost, availability of 'Community Compact' funding for this purpose, and the revised scope of work. The Board would like feedback with regard to three possible options based on the available funds and new information obtained from the related List Serve;

1. Hybrid; Create wide salary bands based on market data, draft simple guidelines to keep compensation actions consistent by using a clearly defined methodology detailing the overall compensation structure, include definitions and a process for existing employees to move through the compensation ranges and well as a compensation process for new hires, job changes (transfers, laterals, demotions, promotions) reclassifications, evaluations, laterals, merit increases, market and equity increases. and hire a consultant to examine our non-union positions, grouping of jobs and new guidelines and process to make incremental changes within the guidelines.
2. In-house; Audit only existing salaries, not entire compensation structure, using market data, draft simple guidelines to keep compensation actions consistent by using a clearly defined methodology detailing the overall compensation structure, include definitions and a process for existing employees to move through the compensation ranges and well as a compensation process for new hires, job changes (transfers, laterals, demotions, promotions) reclassifications, evaluations, laterals, merit increases, market and equity increases. and hire a consultant to examine our non-union positions, grouping of jobs and new guidelines and process to make incremental changes within the guidelines.

3. Outsource; Start from scratch to create a whole new system with a new consultant utilizing them for 60-70% of the job.

Documents reviewed:

1. Meeting agenda
2. Meeting Minutes of 6/20/16
3. Bus Driver Compensation Comparison
4. Email from Veteran's Agent regarding compensation
3. Collins Center Proposed Work Plan

Adjournment: Karen Butcher made a motion to adjourn and Steve Shay seconded the motion. All in favor 4:0. The meeting ended at 8:57pm.

Jeannie Horne, Human Resources Director

Submitted: 08/22/16

Approved: 10/17/16