



**Town of Halifax
Wage and Personnel Board
Halifax, Massachusetts 02338**

**May 24, 2018
Meeting Minutes**

The regularly scheduled meeting of the Halifax Wage and Personnel Board was held at the Halifax Town Hall, in the Selectmen's Meeting Room, 499 Plymouth Street, Halifax, Massachusetts.

PRESENT FROM THE BOARD: Diane Ruxton, FINCOM Rep, Chair; Kim Roy, BOS Rep.; Erika Rossini, Member; Rep; Susan Vogt, Board Secretary

OTHERS PRESENT: Jean Gallant, Charlie Seelig, Sandy Nolan, Samantha Spencer, Susan Lawless, Karyn Thompson, Marie Coady

The meeting was called to order at 6:30pm.

Approval of minutes:

The meeting minutes of April 26, 2018 were approved.

MOTION: by Ms. Roy to approve the minutes of April 26, 2018 as written.

SECOND: by Ms. Ruxton
UNANIMOUSLY VOTED

The meeting minutes of May 10, 2018 will be reviewed at the next meeting.

The following Change of Status forms were approved:

Susan Lawless – Assistant Town Clerk – Length of Service increase

Cathleen Drinan – Health Agent – Reclassification

Susan Johnston – Recycling and Solid Waste – Reclassification – Ms. Roy asked the Board if they believed the position needed to be posted. Because it was listed in the warrant as “reclassifying and renaming” of a current position, the Board did not believe it should be posted.

Correspondence received:

The Board received a memo dated May 23, 2018 from the Board of Selectmen regarding reorganization.

The Board received two Public Records requests from Susan Lawless and Karyn Thompson both dated May 15, 2018. The request is for a copy of the reclassification study and recommendations provided by Don Jacobs.

Unfinished Business:

The Board discussed the job description evaluation process. Ms. Roy has reviewed both Point Rating Systems, the 1994 version and the version provided by DIJ Consulting. Ms. Gallant, Library Director was in attendance to review the job descriptions for her department with the Board. Based on the current format and wording of the new/proposed job descriptions provided by DIJ Consulting, Ms. Roy believes it would be very difficult to score the job descriptions correctly. She suggested that she and Ms. Spencer score the current/on file job descriptions and use both Point Rating Systems. They will do this separately and then compare the scores and note any differences. The Board will request updated job descriptions from Department Heads for all wage and personnel employees. They will then score the job descriptions for each position and meet with Department Heads to discuss. Ms. Rossini suggested the Board meet with departments alphabetically. The Board will meet with the Town Accountant and Principal Assessor at their June 14th meeting. Ms. Ruxton believes all the Board members should be part of the scoring of the job descriptions. It was determined the Board would use the Point Rating System provided by DIJ Consulting for scoring the descriptions. This is due to the Board previously approving to use the proposed six level reclassification plan going forward.

Ms. Roy would like to see the clause of reviewing job descriptions every three years added back into the By-law. Ms. Vogt will add it to the Public Hearing list for January.

Ms. Roy advised there is a resident who has expressed interest in joining the Board. She will have more information for them at the next meeting.

Items for the next agenda:

Job description review
Reclassification study

Executive Session (none at this time)

It was unanimously voted to adjourn the meeting at 8:10pm. The next meeting is scheduled for June 14, 2018 in the Selectmen's Meeting Room.

Respectfully submitted,

Susan Vogt
Board Secretary