



# PERSONNEL BOARD TOWN OF OAK BLUFFS

PO Box 1327, Oak Bluffs, MA 02557

**Personnel Board Meeting Minutes:** 2/1/2023

**Oak Bluffs Town Hall Conference Room** 5:00 pm

Present: Chair William Vrooman, Vice Chair Brian Smith, Kevin Brennan

Also Present: Town Administrator Deborah Potter, Assistant Town Administrator Wendy Brough

**Chairperson Vrooman called the meeting to order at 5:02 p.m.**

**1. Vote to accept minutes from 11/2/2023.**

No discussion.

*Mr. Brennan made a motion to approve the minutes from 11/2/2023.*

*Seconded: Mr. Smith (3-Aye).*

**2. Review and possible vote to recommend new organization chart - Town Administrator.**

Town Administrator Deborah Potter presented a revised organization chart including an additional supervisor level that included Chiefs, Superintendent and other potential "Directors" of multiple departments. Currently she has 20 department heads reporting to her, with 20 different budgets and evaluations to be done. The span of control needs to be "tighter", she is looking for the Personnel Board's approval of insertion of this supervisory level to the current plan. Ms. Potter describes that this Superintendent/ Director of services level could be a collateral assignment, as done currently with the Assistant Town Administrator role, and provide pathways for succession of leadership for department heads and for Town Administrator appointment.

Discussion continued if needed to be approved at Town Meeting; as this is not a change of the Personnel By-law, Town meeting vote is not required. The Town Administrator is looking for support to continue with this revised organization plan. The results of the current compensation and classification will also inform how this higher supervisory level may be compensated.

If this new level is introduced onto the classification plan, that would need vote at Town meeting in the Fall of 2023.

No vote was taken, Personnel Board did provide a consensus of support for the new organizational plan.

### **3. Review and possible vote to recommend to the Select Board new Customer Service Policy – Town Administrator.**

Town Administrator Potter presented a Customer Service policy to be included into the policies and procedures manual, including standards of greetings, dress code, phone calls and email protocols. The Select Board were looking for the Personnel Board recommendation on the language.

Discussion: There was concern on some of the dress code standards were not specific and may be hard to define, such as “overly revealing attire”. It was decided to revise, adding standards for employees to meet with the dress code and modify standards to avoid for clarity reasons.

Revisions to come back to the Board, but the policy to be approved, and any further changes to be incorporated as per Personnel Board approval.

*Mr. Vrooman made a motion to approve the Customer Service policy with amendments and to be entered into the Personnel Policies and Procedures Manual.*

*Seconded: Mr. Brennan. (3-Aye).*

### **4. Review and possible vote to recommend the new Employee Recognition Policy – Town Administrator**

Discussion on several revisions, including removing examples of “recognition awards”, as may not be equal in worth and create perception of disparity.

*Mr. Vrooman made a motion to approve and recommend the Employee Recognition Program, as modified.*

*Seconded: Mr. Smith. (3-Aye).*

### **5. Review and possible vote to recommend adoption of Compensation and Classification Plan Administration Procedures - Assistant Town Administrator**

Ms. Brough presented administration procedures for the classification and compensation plans. This is to provide transparency to employees on how their pay is applied. As a procedure base document, these procedures have no impact on Personnel by-laws. Collective Bargaining language has been included to not conflict with the provisions of Union contracts.

A new program being introduced, is the Merit Bonus program. Mr. Brennan proposed to change to Merit Increase Program, as a Bonus is not the appropriate term.

In response to questions on the budget, Ms. Potter discussed clear steps how this can be fore-planned by a set dollar amount as opposed to percent increases to compensation.

*Mr. Vrooman made a motion to adopt the Compensation and Classification Plan Administration Procedures, as modified.*

*Seconded: Mr. Smith. (3-Aye).*

**6. Review and possible vote to recommend for Annual Town Meeting, the revised pay Schedule for Seasonal, temporary, and per-diem employees.**

Ms. Brough presented an updated pay schedule to be compliant with the new \$15 minimum wage and in line with Edgartown and Tisbury schedules for non-benefit temporary and seasonal employees. This schedule needs to be approved at Town Meeting in April.

*Mr. Smith made a motion to approve the updated pay schedule for seasonal, temporary and per-diem employees.*

*Seconded: Mr. Brennan. (3-Aye).*

**7. Review of 2022 Personnel Board Town Report**

Ms. Brough provided the report for approval. Personnel Board approved report as written for submission into the Annual Town report,

**8. Human Resources Department Update**

No discussion on the attached report presented by Assistant Town Administrator Brough.

*Mr. Brennan made a motion to adjourn.*

*Seconded: Mr. Smith. (3-Aye).*

**Meeting Adjourned 7:13pm.**

*Minutes prepared by*

*Wendy Brough, Assistant Town Administrator.*

**MEETING DOCUMENTS:**

12/1/2022	Agenda
ITEM 1	-11/2/2022 Personnel Board Minutes
ITEM 2	-Town Administration Brief on Policies & Organization chart -Proposed Organization Structure -Concept Organization Chart
ITEM 3	-Draft Customer Service Policy
ITEM 4	-Draft Employee Recognition Policy
ITEM 5	-Draft Compensation and Classification Administration & Procedures
ITEM 6	-Draft FY24 Schedule C Pay Schedule for Seasonal, Temporary, Per-Diem Employees -FY23 Seasonal Pay Schedules for Tisbury, Edgartown, West Tisbury
ITEM 7	-Draft Personnel Board Town Report for 2022
ITEM 8	-HR Department Report – 2/1/2022