



**PERSONNEL BOARD**  
**TOWN OF OAK BLUFFS**  
PO Box 1327, Oak Bluffs, MA 02557

**PERSONNEL BOARD MEETING MINUTES:** 4/5/2023  
OAK BLUFFS TOWN HALL CONFERENCE ROOM 5:00 pm

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

Absent:

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

**Chairperson Vrooman called the meeting to order at 5:01p.m.**

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

Board Member Smith made a motion to approve the minutes from 2/1/2023.

Board Member Brennan Seconded (3- Aye)

No Discussion

**2. Review revised new Customer Service Policy language.**

Discussion:

Assistant Town Administrator Brough presented revised language as discussed from the previous meeting in regard to clothing standards. Changes were made to present standards as guidance for employees to follow, in addition to what to avoid. It also included language to seek advice from Human Resources with any questions on these provisions.

As the policy was already approved on 2/1/2023, the Board agreed to the language revisions, without the need for a second vote.

**3. Discussion and possible vote on revisions to "Health Insurance Opt-Out Program".**

Discussion:

Assistant Town Administrator Brough presented revised language to the Opt-Out Program to provide more detail on the program including: eligibility of Union groups if they provide in writing agreement to the terms and conditions: any issues or disputes to be reviewed by the Town Administrator: increase to the family stipend to \$3,500; new hires who are covered under an alternative plan are eligible.

It is to be re-launched for the upcoming Open Enrollment Period in May for July 1 start.

Town Administrator Potter discussed adding language to include new hires who would be covered under a Cape Cod Municipal Health Group (CCMHG) plan in another Town, as this is already in place and would not be an additional burden to this Town.

Mr. Brennan made a motion to accept the revisions with modified language including new employees whose spouse or parent is already covered on a CCMHG plan to be eligible for the Opt-Out program.

Seconded Mr. Smith. (3-Aye)

#### 4. Organization Chart Discussion – Town Administrator.

Discussion:

Town Administrator Potter discussed the stipend collateral and cost savings for the new Superintendent/ Director level. The stipend amount will be assigned to Department Heads who take on additional supervisory duties and who are then elevated to Grade IV. It would at the same time provide a competitive salary for the higher-level position without hiring a full new employee for this role.

Ms. Potter noted that the Wastewater Facility Director could be bumped up to Grade IV, as the position could be classified as a superintendent level. Mr. Vrooman asked about the role of the new CFO in preparation of the budget. Ms. Potter explained that this still would be the responsibility of the Town Administrator, but the CFO could provide input. The CFO role is more of operational functionality of the Finance departments and the budget is not a primary focus.

Ms. Potter is looking for the Board to accept this revised organization structure in this concept form so she can proceed to develop job descriptions and budget items for implementation.

Mr. Smith made a motion for the ***“Town Administrator to continue to work on the development of the proposed new organization plan with the classification revisions, as presented for future implementation”***.

Mr. Brennan seconded. (3- AYE).

#### 5. Old/ New Business

Discussion:

New Business: Ms. Brough suggested in an effort to address the lack of interest in new members to the Board, to have one of the open positions be filled by an employee representative, who is covered under the Personnel By-laws. West Tisbury and Edgartown both have this in place. The current by law 4.1.1 does state under ‘Members’: “No member shall be a regular full-time member”.

The Board in consensus gave Ms. Brough the approval to go ahead to develop a revision to this by-law for the Fall Special Town Meeting, which will allow for an employee representative to be added.

**6. Human Resources Department Update.**

No Discussion.

Mr. Smith made a motion to adjourn.

Mr. Brennan seconded.

**Meeting Adjourned 5:57pm.**

*Minutes prepared by*

*Wendy Brough, Assistant Town Administrator.*

**MEETING DOCUMENTS:**

12/1/2022	Agenda
ITEM 1	2/1/2023 Personnel Board Minutes
ITEM 2	Relined Customer Service Policy
ITEM 3	Redlined revised Health Insurance Opt-Out Program Terms & Conditions
ITEM 3	Clean draft of revised Health Insurance Opt-out Program Terms and Conditions
ITEM 3	Voluntary Waiver of Health Insurance Form
ITEM 4	Concept Organization Chart
ITEM 4	Proposed Organization Changes
ITEM 6	HR Department Update Report– 4/5/2023