



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

PERSONNEL BOARD MEETING MINUTES: August 9, 2023.
Oak Bluffs Town Hall Meeting Hall 5:00 pm

Present: Chair William Vrooman, Vice Chair Brian Smith, Board Members Kevin Brennan, Sherry Countryman, Maura McGroarty

Absent:

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

Chairperson Vrooman called the meeting to order at 5:04 p.m.

Items were taken out of order due to the delay of Board Member Brennan.

1. Compensation & Classification Study Update

Assistant Town Administrator Brough presented an informational overview report of the 2023 Classification and Compensation study currently underway. Ms. Brough explained that the report was to provide an updated timeline for the Personnel Board and the processes behind the study's findings. Ms. Brough stated that while a draft from the Collins Center has been submitted, numbers and data are not available for public release, as there are a number of final considerations to be discussed with the Collins Center before submission to the Select Board. Including updating to incorporate FY24 market data.

Ms. Brough read through the report and questions were taken from the Board.

Ms. Brough stated that while most employees will remain in the same grades, there would be some changes in classifications due to employees who have taken on extra duties due to staffing shortages and that there may be an additional grade or two in the non-union schedule at a middle management level.

Mr. Vrooman inquired if the Personnel Board were to review employees who were to be reclassified into new grades due to changes in duties. Ms. Brough confirmed that the Personnel Board would have a review of the classification changes.

Mr. Brennan arrived at 5:15 pm.

Ms. McGroarty asked how this plan would interact with the new organization plan proposed. Town Administrator Potter responded that the former grade structure was 18 levels, which was too many, and the current schedule is at 5 grades which is a little too dense. By adding some grades it will allow for upward mobility and anticipated new growth, which interacts with the organization schedule.

Ms. Potter continued that the ideal is to set a structure that makes sense and not have to re-invent every time a study is conducted. That future studies will be only on market data to update the existing classification system.

Ms. Potter described that the final draft will be presented to the Select Board, who may designate the Town Administrator with the Assistant Town Administrator to finalize the study and send to the Personnel Board for review before their final vote.

In response to the final report being delivered, Ms. Brough said it may be about a month before it gets to the Select Board and the Personnel Board would be invited to view the presentation.

Ms. Brough outlined that implementation for non-union employees will be by vote at Town meeting to adopt any new classification and compensation schedule. Union schedules would be implemented through negotiation, which is set to begin in September. For both groups the new schedules will start in FY25. She continued, if it is found there are large discrepancies with employee pay and the market range, adjustments may be made in FY24 pending approval and funding.

2. Vote to Accept Minutes from 4/05/2023

Board Member Smith made a motion to approve the minutes from 4/5/2023.

Board Member Brennan Seconded (3- Aye, 2 - Abstain)

No Discussion

3. Organization of the Board

Vote Chair:

With no nominations, Mr. Smith made a motion to self-nominate himself as chair.

Mr. Brennan nominated Mr. Smith, Ms. Countryman seconded. Ms. Countryman asked if Mr. Vrooman wished to continue as chair. Mr. Vrooman did not oppose the proposal. Mr. Smith withdrew his self-nomination.

Board Member Countryman made a motion to appoint Mr. Vrooman as Chair of the Personnel Board.

Board Member Smith seconded. (5-Aye).

Vote Vice-Chair

Board member Vrooman made a motion to appoint Mr. Smith as Vice Chair of the Personnel Board.

Board Member Brennan Seconded (5-Aye)

4. Human Resources Department Update

See attached report.

DISCUSSION:

Ms. Potter in response to the open position of Local Inspector stated she thought that the Town needed to present the “whole compensation” inclusive of all benefits to attract contractors who may make more money in the private sector but who have to pay for their own and employee health insurance and worker’s compensation.

Mr. Smith added the potential to offer a flexible schedule of 3-4 days allowing a candidate to have a second position to offset a lower compensation. Ms. Potter said that it would be on a case-by case basis and in negotiation with a successful candidate; taking into account their skill level and experience.

***Board Member Brennan Motioned to adjourn the meeting.
Board Member Smith Seconded (5-Aye).***

Ms. Countryman asked if Wednesdays were a set meeting date as it is difficult for her to make this date. To discuss, the meeting was re-opened.

***Board Member Smith re-opened the meeting at 5:34pm.
Board Member Countryman Seconded (5-Aye).***

After discussion, the Board landed on 2nd Thursdays of the month at 5 pm. Ms. Brough will work with the Chair to schedule the next meeting as needed.

***Board Member Countryman Motioned to adjourn the meeting.
Board Member Brennan Seconded (5-Aye).***

Meeting Adjourned 5:36 pm.

*Minutes prepared by
Wendy Brough, Assistant Town Administrator.*

MEETING DOCUMENTS:

8/9/2023	Agenda
ITEM 1	4/5/2023 Personnel Board Minutes
ITEM 3	Informational Overview of 2023 Compensation & Classification Study
ITEM 4	HR Department Report – 8/9/2023

Approved 9/14/2023.