



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

Personnel Board Meeting Minutes:
Oak Bluffs Town Hall Conference Room

August 31, 2022

Present: John Lolley, Brian Smith, Kevin Brennan
Absent: William Vrooman, Sharon Cooke
Also Present: Assistant Town Administrator Wendy Brough

Meeting called to order at 5:05 p.m.

1. Vote to accept minutes from 4/20/2022.

Mr. Brennan Motioned to approve the minutes from 4/ 20/ 2022

Mr. Lolley Seconded

Discussion: Note to remove Brian Smith from Present for the meeting, as he was absent.

Kevin Brennan – Aye

John Lolley – Aye

Brian Smith - Aye

2. Vote to accept minutes from 6/29/2022

Mr. Brennan motioned to approve the minutes from 6/ 29/ 2022

Mr. Smith Seconded

Kevin Brennan – Aye

John Lolley – Aye

Brian Smith - Aye

3. Vote to accept classification recommendation for Wastewater Executive Assistant

The rating evaluation conducted determined the position was rated to be classified in Grade 4.

Mr. Lolley motioned to accept the reclassification from a Unit A Grade 3 to Grade 4

Seconded: Mr. Brennan

Kevin Brennan – Aye

John Lolley – Aye

Brian Smith - Aye

4. Vote to accept job description of Wastewater Executive Assistant

Discussion: Mr. Lolley and Mr. Brennan questioned on lab work, the scope of this and the safety equipment.

Ms. Brough responded that lab work was 4 to 5 times per week, takes about an hour to complete. Provision of safety equipment is “may have to don safety equipment”, which she does. It may not need gowns or safety boots but having this language is helpful in the event in it may be needed in the future for the employee to do so. Training is provided by Facility Manager.

Mr. Brennan: clarify difference between the administrative assistant roles.

Ms. Brough: the Executive Assistant takes ownership of department administrative duties and has more responsibility to ensure these functions are operational in the absence of the Department Head It is comparable to other Executive Assistants in other departments.

Change instead of “must be able to obtain grade 2 laboratory analyst certification within two years”, to “must obtain”.

Mr. Lolley motioned to accept job description as amended.

Mr. Brennan Seconded

Kevin Brennan – Aye

John Lolley – Aye

Brian Smith - Aye

5. Discussion and possible vote on amendments to Classification By-law Section 6.

Ms. Brough presented an overview: The current by-laws are brief summaries on these next two articles (By-laws 6 & 7), and don't provide much detail. Research from Mass Towns, including West Tisbury, show have similar language, to this draft. Discussion: The Town had conducted compensation and classification study 5 years ago and before that in 2007.

With a new compensation and classification study starting this September the Personnel Board would like to have this article go through the Collins Center for review as part of the study.

Article to be continued pending Collins center review as professional consultant.

6. Discussion and possible vote on amendments to Compensation By-law Section 7.

Ms. Brough Overview: These amendments are in response to the change in the job market and to establish a clear compensation policy.

Additions include language already practiced with administration of the compensation plan, rate for new hires; equity adjustment program; job changes, and non-benefit employee pay schedule, and introduce new Merit pay program.

Discussion: Many Towns have in place either a merit increase program, salary increase or step increase based on a favorable performance evaluation. Oak Bluffs is the only town on the island that does not provide any increases outside of COLAs.

There needs to be better training on performance evaluations and have Department Heads comment on every criteria, in the performance evaluation. If implemented, a merit program would be tied to expectations being met and documented in the performance evaluations.

It was decided to have the Collins center to review for any inconsistencies and for their professional input.

7. Human Resources Department Update – Report attached

Covered retention strategies underway by the Human Resources department. There was discussion that there needs to be a compensation strategy to increase pay either through a step plan or other mechanism. The cost to train employees and then have them resign, recruit and re-train can be substantial. Expectations should be that if employees work hard that they be awarded for their commitment.

Mr. Lolley motioned to adjourn; Mr. Brennan seconded

Kevin Brennan – Aye

John Lolley – Aye

Brian Smith - Aye

Meeting Adjourned 5:45 pm.

DOCUMENTS:

1. Classification Evaluation Report for Wastewater Executive Assistant
2. Wastewater Executive Assistant Job Description
3. Draft Classification Section 6 By-Law amended article
4. Draft Compensation Plan Section 7 By-Law amended article
5. Executive summaries and discussion points on the changes for Sections 6 & 7
6. HR Update Report – 8/31/2022

Approved 11/2/2022