



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

PERSONNEL BOARD MEETING MINUTES:
Oak Bluffs Town Hall Conference Room

September 14, 2023.
5:00 pm

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

Remote Participation: Board Member Sherry Countryman.

Absent:

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 08/09/2022.

Board Member Brennan made a motion to approve the minutes from 8/9/2023.

Board Member Smith Seconded.

No Discussion.

Roll call vote:

Brennan	Aye
Countryman	Aye
McGroarty	Aye
Smith	Aye
Vrooman	Aye

2. Compensation & Classification Final Report: Discussion on findings, discussion and possible vote on implementation process and next steps.

DISCUSSION:

Assistant Town Administrator Brough provided background on the classification and compensation study and findings that has been submitted by the Edward J. Collins, Jr Center for Public Management and presented to the Select Board at their meeting on September 12, 2023. Ms. Brough explained that there wasn't a lot of shifting in the classifications and that the rates were FY23 rates not the current year. The report provided by the Collins Center gives background on how they arrived with the new schedules. Ms. Brough continued that the role of the Personnel Board is to review and approve for recommendation the new classification

schedule and new compensation schedule to the Finance Committee, Select Board, and then Town Meeting vote in November for implementation on January 1.

Town Administrator Potter gave an overview that the current classification system has less grades but had positions in the same grade with substantive differences in roles which created inequity. When this comp study came back, the new grading showed the Town's request to draw out the grades to place employees in grades that matched their responsibilities. The new organization chart in development shows this new classification system and has now integration of union employees, which adds two grade levels that weren't previously seen.

Ms. Potter noted that the organization chart has developed to be more top heavy as positions have become more complex, with greater regulatory demands and certification requirements. The new schedules (A & B), show only the existing positions, and any new growth can be addressed in the future.

Mr. Smith inquired on future classifications. Ms. Brough confirmed that for future classifications, the Personnel Board will still use the rating manual and is responsible for classifying and appeals of positions.

Mr. Brennan brought up if job descriptions have been verified, which was confirmed and Ms. Potter further discussed how there has been standardization of job titles in the grades, for example Executive Assistants I, and they are all similar in duties, accountability and roles.

In clarification of titles, contract employees are not part of the by-law schedule. Ms. Potter clarified that with union and by-law grades being integrated, then even though former By-law grade 1 becomes the new grade 2, the salary range remains the same for these employees. What changes is the minimum rate, with adoption of the updated schedule.

Ms. Brough presented other factors that informed on the comp and class schedules, which was how they compared with other Island towns and the market data. Ms. McGroarty commented after hearing the presentation at the Select Board meeting on that the current minimums were about 60% lower paid employees.

Mr. Vrooman asked if it has been identified of individuals needing rate adjustments. Ms. Brough responded that this will be stage 2, once the schedules have been established, then to "plot" employees on the new ranges to the placement based on years of service and policy of implementation.

With discussion on steps and ranges, it was stated that the by-law schedules are based on ranges, not a step system. The limit is the upper wage limit and this limit would be revised with each new study.

Ms. Brough described how the new ranges were formed by taking the FY23 findings, adding the July 1, 2023 COLA given to employees of 3.1% and the proposed January 1, 2024, COLA of 3.1% to get these rates. The COLA then adjusts the salary range, which is comparable with other Island Towns procedures, and to be updated annually at Town Meeting. This has not been done by Oak Bluffs and that is why the hiring range has been so low.

3. Discussion and possible vote on proposed COLA for Jan 1, 2024 – Town Administrator.

DISCUSSION:

Ms. Potter presented the CPI of the last 5 years as per the COLA policy which resulted in a recommended 3.1% COLA and presented the estimated annual cost.

Mr. Smith commented that this is still lower than what other Towns gave on July 1, 2023. Ms. Potter clarified that this doesn't matter as this COLA is on the new salary ranges, as the Board is resetting the new rates. Recommendation of the Personnel Board goes to Finance Committee, then to Select Board and to be incorporated in the budget before Spring Town meeting.

Board Member Countryman made a motion to approve the 3.1% recommended COLA pending the September CPI numbers and if any change is needed, to be re-approved by the Personnel Board at the next meeting.

Board Member Smith Seconded

Roll call vote:

Brennan	Aye
Countryman	Aye
McGroarty	Aye
Smith	Aye
Vrooman	Aye

4. Human Resources Department Update

Time was set for the next special meeting for Monday September 25 at 5pm.

Ms. Brough presented an oral update on the upcoming AFSCME negotiations starting at the end of September, which the new compensation and classification study will feature prominently.

Open positions include the Local Inspector, Skilled Laborer and re-posting of the Assistant Council of Aging Administrator. Generally, the market has been pretty steady with employment turnover from the previous years. Ms. Potter commented that the average term for employees staying at the jobs is two to three years, and she has had outside interest by persons wanting to work from the Town.

Board Member Countryman motioned to adjourn the meeting.

Board Member McGroarty Seconded

Roll call vote:

Brennan	Aye
Countryman	Aye
McGroarty	Aye
Smith	Aye
Vrooman	Aye

Meeting Adjourned 6:03pm.

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

MEETING DOCUMENTS:

1. 9/13/2023 Personnel Board Agenda
2. Item 1: Draft minutes of 8/9/2023 meeting
3. Item 2: Classification & Compensation Report from the Collins Center
4. Item 2: FY23 Report Comp & Class Plan – Town wide
5. Item 2: Current Schedule A -Compensation Plan – Personnel By-law
6. Item 2: New - Proposed Schedule A – Classification Plan – Personnel By-law
7. Item 2: Current Schedule B – Compensation Plan – Personnel By-Law
8. Item 2: New – Proposed Schedule B – Compensation Plan- Personnel By-Law
9. Item 2: FY24 Town organization chart - showing positions within proposed classification plan.
10. Item 2: By-Law classification and compensation comparison spreadsheet with Island Towns.
11. Item 3: COLA Recommendation from Town Administrator

Approved Personnel Board 11/9/2023