

Personnel Board Meeting Minutes, March 24, 2023

Meeting Opened: 1:00 PM



Members Present: John Schilling, Christine Redfield, Marilyn Wortman

Others Present: Pam Bennett, Hillary Conklin John Grande, Joanna Jernigan

Town Clerk- Placement of Assistant Town Clerk on scale

The Town Clerk handed out an Assistant Town Clerk monetary chart for pay rates in other towns. The board asked why she was creating this position. Ms. Conklin stated she would not have anyone to run the election if she fell ill and she cannot rely on election workers. Can see a part time administrative union position but the position really needs someone who can assist the Town Clerk. There are now weeks of early voting, absentee ballots, and this employee must do 18-20 hours overtime for the state election which is very demanding. She needs a succession plan. Member Schilling asked why the current position person do it? She does not feel a new employee in the administrative pay would come if added election duties. With the amount of demand feels it is an M&P position. Mr. Grande said it isn't clear how this person can perform the functions. Hillary said it is not currently part of the job description and would not expect an administrative secretary to run an election. Everything in italics in the job description the current employee does not do and looking to add the additional duties in the new Assistant Town Clerk position. Mr. Grande asked should evaluate why it should be an exempt position. Ms. Conklin doesn't feel a union employee would do the amount of time required if Joanna left. During elections can be required to work 80 hours a week. Ballots have a very quick turnaround. Does not see someone doing that on an hourly basis and timeframe is mandated by the state. Member Schilling sees multiple departments pressing for new classification. Mr. Grande stated the union has a barrier they had not undertaken the comp and class studies, but I have come to find out they do not pay for them to be done. He recommends an organizational assessment and would suggest budgeting for it in the future. Member Schilling asked if should be looking at globally instead of per position. Mr. Grande said does not see needing any more positions. Wait for the Master plan to be completed, make sure union position are paid properly and then do a study for organization and looking at a 10-year window of how should be positioned as an organization for staffing. Should it be envisioning an Elected clerk vs appointed? Ms. Conklin said not looking to fund this year and not looking for a new position, looking to maybe replace the current position. May have to bargain it out. Mr. Grande felt as well as member Wortman felt it would be better to leave on the books because there may be a need for it in the future. Ms. Conklin feels no one would take the Clerk's position without an assistant and no additional funding. Ms. Conklin brought up the idea of the floater again, thought it was a good idea at the time, but it did not get traction. Member Redfield liked the idea as well. Member Wortman said it is hard to be a floater. It was stated that maybe it could be looked at once there is a new town hall where that position would have a stationary desk and would only have to consult with departments. Member Schilling stated with extreme off hours at times in the clerk's office it does present a problem with a union position, early voting and weekends at times. **Member Wortman made the motion to support and create the position of assistant Town clerk and placement on M1 to be funded in the future. Seconded by member Redfield. All in favor.**

Member Schilling stated he supports an organizational assessment. Mr. Grande said maybe we can draft a scope for FY25 concerns and focus. Member Schilling stated things have changed since 2012 a lot and requirements of many positions and many departments have new codes and standards that cannot be fulfilled with existing infrastructure. Need to assess what can be done in house and what can be outsourced. We are overwhelmed with just getting through daily tasks.

Warrant Articles

The Personnel Board articles were approved and supported by the Finance Committee. The Seasonal temporary compensation scale, M&P scale, and financial revision for the scale. Mr. Grande stated at some point the Union was created a few decades ago, not sure what triggered it but probably compensation concern or employee rights issue. Feels the COLA and reviews less likely to have a disgruntled mid management group. Feels the new scale avoided that as well as the COLA. Member Schilling said they have been asked what the need of the Personnel Board would be once HR department is up and running. He feels one of the primary needs is to what you just spoke to, labor relations, pay equity and giving M&P a place to go who is looking out for their interests through the process. Mr. Grande said that is an Edgartown model and there are representatives of M&P that the Personnel board meets with similar to a labor meeting. Member schilling state he went to a Select Board meeting a couple of weeks ago where they had questions in regard to COLA and M&P study. It was a good exchange. In spite of what certain individuals have been confronted with, Fincom was in support. Ms Bennet attended a meeting with Fincom and was able to address their questions and concerns to help them vote in favor of the study. Member Schilling thought that should be noted. He wanted to address everything Pam has done and continues to do in her current position. He feels it is important to note moving forward.

Minutes

Member Wortman made the motion to approve the January 20, 2023 meeting minutes. Member Redfield seconded. All in favor.

Member Wortman made the motion to approve the February 17, 2023 meeting minutes. Member Redfield seconded. All in favor.

Meeting Adjourn 1:43 pm

Respectfully Submitted,
Pam Bennett

Signed: _____

