

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

September 7, 2023

Location/Time: Zoom Meeting, 11:10AM

Personnel Board Present: Juris Alksnītis, Co-chair, Sue Geremia, Co-chair, Mary Hornsby, Bob Seiler

Town staff present: Ms. Robin Tusino, Director of Human Resources

- 1. Quorum confirmed.** The Board began the meeting with a quorum of 3 members, which increased to 4 during the course of the meeting.
- 2. Introduction of new Town Administrator (TA), Mr. Michael Blanchard.** The new TA attended the Board meeting and was welcomed by the Board. Members briefly shared some aspect of their work on the Board. Mr. M. Blanchard emphasized that he had an open door policy and was available to the Board as needed while relying on Ms. R. Tusino, HR Director, as the lead staff working with the Board.
- 3. Review and approval of prior minutes.** The Board reviewed and unanimously approved its minutes for the Aug. 8, 2023 meeting.
- 4. Recording of Personnel Board Zoom meetings.** IATA R. Reed researched this issue and found that it is not mandatory. However, if the Board elects to record a meeting or a portion of a meeting, a statement should be read ahead of the start of recording so that all in attendance are duly notified. Also see R. Reed memorandum dated Aug. 29, 2023.
- 5. Status of Building Department Administrative Assistant classification appeal.** As noted in Personnel Board minutes of May 23, 2023, a case appealing the results of the classification study by an incumbent employee in the Building Dept. remained to be addressed. Ms. R. Tusino reported that she had met with the employee together with former IATA R. Reed and explained the rating system to her. She was also informed of the reasons that they would not be recommending reclassification. This included the situation that many other employees holding Administrative Assistant positions were similarly classified. The employee indicated that she would not be moving ahead with the appeal at this time. As a result, the appeal will not be brought forward to the Personnel Board for disposition. R. Tusino will continue reviewing the functional components of Building Dept. responsibilities executed by this position, and whether

there may be any applicable options for supplemental compensation.

- 6. Update on any remaining cases with below-market compensation.** The Board received a Memorandum from IATA R. Reed dated Sept. 5, 2023 with Subject: FY24 Compensation Plan Implementation. Two aspects were not entirely clear to the Board -- the intended meaning of the time period as phrased in the first sentence, and whether the migration of the Library Assistants to the new salary schedule placements was consistent with the Summary Report transition procedure. J. Alksnītis will send an e-mail to R. Reed requesting clarification. Overall, the Board found the explanation of the implementation process informative, and understood it to conclude that no further cases of below-market compensation remained to be addressed.

Update note: See follow-up e-mail dated Sept. 12, 2023, from R. Reed providing additional information and two spreadsheets in response to the above queries.

- 7. Continued review of FY24 Comprehensive Compensation and Wage Schedules document.** The Board reviewed the most recent version of the document as received from IATA R. Reed. The following corrections were noted:

Section 1 – FY24 Non-Union Legacy Wage and Salary Plan

- at Note b. – strike the word “accept” and insert in its place the word “approve” per Board 7/11/23 meeting minutes.
- at Note c. – recheck the position titles listed, and delete the title “Program Coordinator (COA)”, as this position is not in the Legacy schedule but in the FY24 Non-Union Wage & Salary Plan for All Non-Grandfathered Employees.

Section 2 – FY24 Non-Union Wage and Salary Plan for All Non-Grandfathered Employees.

- at Note b. – insert the following text between [...Section 2] “for the time being, without Board approval, subject to submittal of the currently missing Grade V compensation range” and [on 7/11/2023].

Section 3 – FY24 Non-Union Wage Plan for Miscellaneous Employees.

- At bottom schedule pertaining to inspector rates provide the following title: “*Building Department Inspector Compensation Plan – Transitional*”
- At bottom of above schedule provide the following: “Note: The Personnel Board voted to approve the inspector transitional compensation plan on 6/27/22 provided that the positions would soon be formalized with job descriptions rated and classified consistent with standard procedures. “

8. **Preparing for annual market adjustment recommendation to Board of Selectmen and Warrant Committee.** Deferred to next Board meeting when R. Tusino hopes to have received returns from survey of nearby community wage increases and obtained cost of living data. At this time Board of Selectmen schedule for addressing this subject not known.
9. **Transition of Interim Assistant Town Administrator R. Reed remaining HR work to new HR Director R. Tusino.** R. Reed's last day in Dover is September 12, 2023. He is working on completing projects on a task list for handover to R. Tusino.
10. **Update on hiring new Assistant Town Administrator.** R. Tusino reported that the candidates had been narrowed down to two. An extensive panel consisting of Town management and staff will conduct the second interviews.
11. **Coming up: proposed floating general Administrative Assistant position.** The Town seeks to establish a floating administrative assistant position which can be utilized as needed in one or more departments. An initial draft dated 8/9/23 was recently provided by R. Reed.
12. **Next Board Zoom meeting:** October 5, 2023, 11AM.

Meeting was adjourned at 12:24PM.

Respectfully submitted,
Juris Alksnītis, Co-chair