



TOWN OF CONCORD

PERSONNEL BOARD

MINUTES

January 4, 2023 at 5:15 p.m.

Town House, Select Board Conference Room, 2nd Floor

22 Monument Square, Concord, MA

& via Zoom

Members Present: William Mrachek, Chair (via Zoom), Katherine Ryan, Elizabeth Cobbs, Nancy Crowley (via Zoom), Joe Emerick

Staff Present: Amy Foley, Human Resource Director; Kellie Hebert, Sr. Management Specialist

Other: Terri Ackerman, Select Board Liaison to the Personnel Board.

1. Call to Order

The Chair called the meeting to order at 5:15pm with a Roll Call Vote: Nancy Crowley, Aye. Katherine (Kate) Ryan, Aye. Elizabeth (Liz) Cobbs, Aye. Joe Emerick, Aye, and William Mrachek, Aye.

2. Approval of Meeting Minutes:

There were no minutes voted for meetings held on November 30, 2022, December 7, 2022 or December 21, 2022. The Human Resource Director noted that some of the meeting minutes had to go to legal counsel for review before the

3. Classification & Compensation Study Update by Kellie Hebert

Kellie Hebert, Senior Management Specialist/Consultant and Interim Assistant Town Manager provided the Board with a project update on the Town's Classification and Compensation Study:

- Working with Amy, meeting with department heads to confirm position scoring, ratings and ensure consistency across all departments; Comments to GovHR due on Friday; Next, GovHR will combine compensation structure and overlay it with the classification system.
- Collecting data from benefit packages; Will send out a survey to understand and compare our benefits with 28 similar communities.
- A lot of effort from the project team and Department Heads; Developing a communication plan and process for employee review for concurrence with final GovHR report; Prioritize and compartmentalize the work of GovHR so we can bring it to Town Meeting; Working on a timeline to align GovHR work with Town deadlines for Town Meeting.

Mr. Emerick asked if the Town had an overview of pay scales and how they are applied for employees. With certain roles, a higher premium may need to be used to attract and retain employees.

Ms. Foley noted that in the past, the Town's target range has stayed at the 85th percentile, but there are exceptions, such as the rates for the Municipal Light Plant. She noted that some premium pay incentives

for hard to fill roles can be a challenge to implement because the Town needs to adhere to the provisions of the Massachusetts Equal Pay Act (“MEPA”).

Chair Mrachek noted that it would be good to have a clear timeline with GovHR so that we have a better understanding of whether we are on track or not—and if not being met, make plans as to how we can catch up. Ms. Foley commented that she is working with GovHR to outline the project schedule for the remainder of the project. Mr. Mrachek requested a project schedule for the next meeting.

Ms. Hebert noted that the project is very large project and that the project team is being very thorough. There are a large number of comparable communities and 190 positions being assessed. The scope of the project is comprehensive, but the work has been performed well. We feel we are in good hands with GovHR and that we can have a good timeline ready for the next meeting.

Chair Mrachek appreciates all the work that has been done to manage the project well. He also expressed the importance of meeting the deadlines for town meeting.

4. Personnel Board Charge & Authority Under Personnel ByLaw:

Terri Ackerman, Select Board Liaison noted (via Zoom) that generally speaking, a charge will come to the Select Board ready to be approved. She suggested that should circulate an early draft to the Select Board (e.g. formatting—likely that it should follow a specific format, or might questions “advisory capacity”). So likely we need to send for comments at the Select Board. Chair Mrachek asked Liz to put the comments into the correct format, and then perhaps after 1-2 more sessions we will be ready to send to Select Board.

Chair Mrachek noted that he wants to specifically address the “authority of Town Manager and Personnel Board for classification, compensation, policies and procedures and recommendations to Town Meeting. Article 10 indicates that this all had to go to Town Meeting, with a “rubber stamp” from the Personnel Board...if we are to change the ByLaw to mean that the Town Manager will be entrusted to manage the classification and compensation for the nonunionized employees (Why Article 7 was thought to be appropriate to be moved to Town Meeting.

Chair Mrachek asked about the Personnel Board’s and Town Managers role with the Personnel System? Ms. Foley noted that the Personnel Board has had responsibility for Classification and Compensation—anything in the Personnel ByLaw. Town Manager is the CEO and oversees it all. The question that kept coming up was “does PB have a role in the Classification and Compensation” —and the idea was no, Personnel Board does not need to be involved there---and there might be other things that the Personnel Board could do.

Chair Mrachek noted that Nancy and I were the only two that were involved when we thought that we were only a rubber stamp. But now, we are starting to have a purpose—and the Charge is the embodiment of that...What I need to better frame what should be the next conversation, so that we can clearly address our mission.

5. Adjournment:

The meeting was adjourned at approximately 7:30pm. Roll Call vote and Motion to adjourn by Liz Cobbs, seconded by Nancy Crowley, Aye. Unanimous vote 5-0: Liz Cobbs, Aye. Nancy Crowley, Aye, Kate Ryan, Aye, and William Mrachek, Aye.

Documents referenced at the meeting:

- Minutes of 12/7/22 & 12/14/22 meetings
- Draft Personnel Board Charge v.1 prepared by Bill Mrachek
- Provided for Historical Reference Only: Explanation of and Draft Amendments to Article 7 Voted by Personnel Board 5/10/2021

Minutes approved 3/22/23