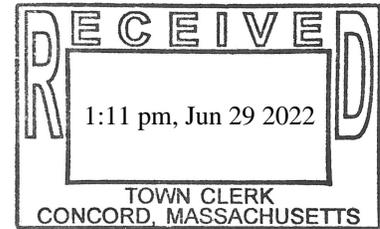


PERSONNEL BOARD  
TOWN OF CONCORD, MA

MEETING MINUTES



**April 13, 2022**

Location: Video Conference Call

Present from the Board: Nancy Crowley, Bill Mrachek, Jim Richardson, Elizabeth Cobbs

Others Present: Amy Foley, Human Resources Director; Stephanie Oliver, Assistant Human Resources Director; Kate Hodges, Deputy Town Manager; Kellie Hebert, Management Consultant; Bob LeLacheur, Interim Finance Director

**1. Call to Order**

Mr. Mrachek called the meeting to order at 5:15 pm.

- **Roll Call: Mr. Richardson: present; Ms. Crowley: present; Ms. Cobbs: present; Mr. Mrachek: present.**

**2. Approval of minutes**

Mr. Mrachek present the draft minutes from the 1/26/22 meeting. There were no comments.

**Mr. Richardson made a motion to approve the minutes of the 1/26/22 meeting. Ms. Crowley seconded the motion.**

- Roll Call Vote: Ms. Crowley: aye; Mr. Richardson: aye; Ms. Cobbs: aye; Mr. Mrachek: aye

Mr. Mrachek present the draft minutes from the 2/24/22 meeting. There were no comments.

**Ms. Crowley made a motion to approve the minutes of the 2/24/22 meeting. Mr. Richardson seconded the motion.**

- Roll Call Vote: Mr. Richardson: aye; Ms. Crowley: aye; Ms. Cobbs: aye; Mr. Mrachek: aye

**3. Miscellaneous Compensation Schedule Amendment**

- Salary range adjustment for Community Services Coordinator position

Ms. Foley explained that the positions listed in the Schedule #7-3, Human Services are non-union positions, and that the titles and salary ranges are subject to Personnel Board approval and ratification at Town Meeting. The Human Services salaries have a wide range to cover a variety of functions within. She added that many of these positions were grant-funded in the past, although

the Town has been working funding for their salaries into budget over time. Ms. Foley said that this proposal is to make a change to one of the function titles; and it does not need ratification because it falls within the range. Ms. Foley explained that the requested increase to the Community Service Coordinator range is due to the volume of work. Ms. Cobbs asked about size of the community service function. Ms. Hodges responded that one person handles cases for people aged 60 and under (over 60 is handled by the COA) and that the cases involve a variety of issues, including food insecurity and housing insecurity. Ms. Hodges explained that the position used to be part-time and was funded by the Community Trust, but that the position has grown and the grant has been phased out over the last several years. There were questions about the position's status and work schedule (full-time, exempt). Ms. Hodges said that the workload is generally 40—45 hours per week, but with increased hours needed at certain time of year, such as around the holidays and the start and end of the school year. Ms. Crowley wondered if the proposed salary range was too low. Ms. Hodges responded that this is the first of two requests: the first would be to increase the employee's actual salary. Ms. Crowley commented that grant funding should also be considered. Mr. Richardson asked about the other positions and whether the range should be moved for all of them. Ms. Hodges said that she would ideally like to increase range for Social Services Supervisor as well, but she had to prioritize because this was her last week in her role as Deputy Town Manager. She also noted that the Community Services Coordinator has been in position much longer. Mr. Mrachek shared concerns about other ranges but noted that in light of all variables he felt the Board should move ahead with this particular range adjustment.

**Mr. Richardson made a motion to amend the Misc. Compensation Schedule #7-3, Human Services, by adjusting the salary range for the Community Service Coordinator position as proposed. Ms. Crowley seconded the motion.**

➤ Roll Call Vote: Ms. Crowley: aye; Mr. Richardson: aye; Ms. Cobbs: aye; Mr. Mrachek: aye

Mr. Mrachek took a moment to welcome Elizabeth Cobbs to the Board and asked her to share a little bit about her background. Ms. Cobbs said that she moved to Concord with her family in July 2020. She said she is a sociologist by training and spent 19 years working for Merck pharma in Japan, Europe and various roles in the US. She handled teams in all of those countries and worked closely with HR partners. Ms. Cobbs said she hoped her experience would be helpful and that she looked forward to working with the Board.

Mr. Mrachek also acknowledged Kate Hodges' upcoming departure from her role as Deputy Town Manager and wished her well in her next assignment.

#### **4. Town Meeting 2022 – Personnel Board Warrant Articles**

Ms. Foley said that the public hearings were held in February and that she was not aware of any significant feedback indicating that Board should take a different approach. The articles have been placed on the consent calendar, which means that there will be no presentation at Town Meeting unless 5 voters vote to remove article from consent calendar (in which case, Mr. Mrachek would make the presentation). She asked if the Board had heard any feedback, and they responded that they had not.

## 5. Class & Comp Study Planning

Ms. Foley introduced Kellie Hebert, who will serve as Project Manager for the Classification and Compensation Study. Ms. Hebert provided a brief overview of her background and previous experience in Human Resources and involvement with class and comp studies in other communities. She said she was excited about the opportunity to work with Ms. Foley and the Personnel Board, and said that implementation is planned for FY24 (new plan will go into effect 7/1/23).

Ms. Foley said that the goal is to get a Request for Proposal (RFP) out by the end of April, then discussions will continue about what is needed to move forward. Ms. Cobbs asked if any particular companies would be invited to reply. Ms. Hebert explained that there is an advertising process to let qualified bidders know about the RFP and that a list of potential consultants is being developed so the RFP can be sent directly to them.

There was discussion about the Boards' role in reviewing bids/proposals. Ms. Foley said that the Town would like to get a sense from the Board of what they would like to do. A draft RFP can be sent to the Board or the chair. Comments could then be sent to Ms. Hebert. Ms. Foley said that the Board might want to be involved with reviewing bids or interviewing consultants, either through a public meeting or through a representative. One possibility for the Board to be involved without a formal meeting would be to have one Board member sit with participate in the bid opening process with Ms. Hebert, Ms. Foley and the purchasing officer. Ms. Hebert confirmed options for board involvement, including designating one board representative to participate in the selection without the formality of a full meeting.

There was discussion of how the Town's benefits package would be addressed through the study. The plan is to work options into the RFP. There was acknowledgement that total compensation, including consideration of employee health insurance, needs to be considered.

Mr. Mrachek asked how the Board felt about authorizing the Chair to work with town staff to finalize the RFP.

**Mr. Richardson made a motion to authorize the Personnel Board Chair to work with staff to finalize the Request for a Proposal. Ms. Cobbs seconded the motion.**

➤ Roll Call Vote: Ms. Cobbs: yes; Mr. Richardson: yes; Ms. Crowley: yes; Mr. Mrachek: yes

## 6. Personnel Study Task Force

Mr. Mrachek asked Ms. Bates if she had anything to share. Ms. Bates said that the task force was reviewing the employee survey responses (approx. 180) and will present recommendations in a report to the Select Board. Mr. Mrachek said that he had watched the Task Force meeting and did not understand the comment about the attorney. Ms. Bates responded that there was a recommendation to have Town counsel review the survey before it went out, but Task Force decided not to do that. She said that Ned Perry might have additional comments. Mr. Perry

commented that in the past, there was much more outreach from the Personnel Board to employees than there has been in the last 6-7 years. He said that the Town used to be in top 10% of municipal employers in the Commonwealth, and that he hopes that we will get back there. It's so important to do these surveys to compare ourselves to both the public and private sector. He added that he thought that Town Counsel is taking a look at the survey to see if there are items that should be limited to just the Task Force, but hopes that responses are shared. Mr. Mrachek said he would like to clarify that Mr. Perry is not a member of the Task Force and that he had not given input into the survey or seen the responses. Mr. Perry said that he had seen bar charts, but not substantive responses from the survey, and that he had been contacted to provide input on survey questions. Mr. Mrachek said it was striking that he (as the Personnel Board Chair) was not contacted or asked to provide input, and that he did not think it was helpful to have these kind of one-off inputs. Mr. Mrachek asked that the minutes reflect his concerns about how survey was conducted and how it has been shared.

Mr. Mrachek asked if there was any other business to discuss. Ms. Foley said that she would like to consider having a set meeting schedule because it is hard to find times when everyone is available, but that it did not have to be discussed at this meeting.

#### **7. Public Comment**

There were no public comments.

#### **8. Adjournment**

**Ms. Crowley made a motion to adjourn the meeting. Mr. Richardson seconded the motion.**

➤ Roll Call Vote: Ms. Crowley: aye; Ms. Cobbs: aye Mr. Richardson: aye; Mr. Mrachek: aye

The meeting was adjourned at 6:29 pm.

#### **Documents Used or Referenced at the Meeting:**

- Minutes of 1/26/2022 & 2/24/2022
- Misc. Comp Schedule #7-3 with proposed amendment
- Preliminary Draft Class & Comp Study Project Manager responsibilities
- Preliminary Draft Class & Comp Study Project Plan

Respectfully submitted by Stephanie Oliver

Minutes approve 6/16/2022