



TOWN OF CONCORD PERSONNEL BOARD - MEETING MINUTES

Wednesday, April 26, 2023 5:15 p.m.

Select Board's Room, Town House & Zoom Video Conference

<https://us02web.zoom.us/j/81197242012?pwd=YWhZZEJlVHplS0hYNkEyTWJjanVYQT09>

Dial: 833 548 0282 US Toll-free

Meeting ID: 811 9724 2012

Passcode: 166295

MEMBERS PRESENT: Bill Mrachek, Nancy Crowley, Liz Cobbs, Kate Ryan. Also in attendance in the room: Kerry LaFleur (Town Manager), Amy Foley (HR Director), Mark Howell (incumbent Select Board Member). Terri Ackerman (SB liaison) attended online.

ABSENT: Joe Emeric

MEETING MATERIALS: Meeting materials will be available at: www.concordma.gov/PersonnelBoard
Documents anticipated for review/discussion at meeting:

- Minutes of 11/30/22, 12/5/22, and 4/12/23 meetings
- HR Director Classification Recommendations fr/ Employee Requests for Reconsideration
- 4/20/23 memo with 4/24/23 Town Manager agreement noted
- Draft Article 5 Motion Handout
- Draft Article 5 Town Meeting Presentation Slides
- Current charge, Bill's draft, other Town examples, comparisons

Meeting was called to order at 5:17pm by Bill Mrachek. Roll call confirmed that the Personnel Board had a quorum.

Approval of Minutes – Discussion Summary & Follow-Up Actions:

- **November 22, 2022:** These minutes had been out to seek legal review. Minor changes were made to terminology, as this meeting dealt with employee concerns, seeking Personnel Board review. Approved. Nancy Crowley made a motion to approve, Kate Ryan seconded. Bill Mrachek and Liz Cobbs agreed.
- **December 5, 2022:** These were the summary of the presentation to the Select Board. Approved. Terri Ackerman and Liz Cobbs to collaborate to ensure that Select Board Minutes reflect the agreements in Personnel Board Executive Summary. Nancy Crowley made a motion to approve, Kate Ryan seconded. Bill Mrachek and Liz Cobbs agreed.

- April 12, 2023: Agreement on the new format. Approved. Nancy Crowley made a motion to approve, Kate Ryan seconded. Bill Mrachek and Liz Cobbs agreed.

As of April 23, 2023, all PB minutes are up to date.

AGENDA ITEM 3: CLASSIFICATION & COMPENSATION STUDY UPDATE

- Status of Employee Requests for Position Classification Reconsideration
- Recommendations from HR Director & Town Manager
- Employee Comment
- Public Comment

Amy Foley presented the current (final) version of the C&C plan as proposed by GovHR. This plan has the support of the HR department, the Town Manager and the Select Board. The draft Article 5 Motion Handout will be discussed at Town Meeting on April 30, 2023. Final changes included stem from discussions with employees about specific changes to positions that would impact the overall plan. Specifically, the changes:

- Encompass position changes, where their additional duties were rolled into the new position that had not been captured in the earlier draft.
- GovHR provided preliminary recommendations that supported Concord’s decision-making.
- Initially, there had been ~ 50 requests for reconsideration that came from employees.
 - Currently, there were 6 employees without a recommendation on their requests yet.
 - Dept. heads have been regularly involved—with 26 employees.
 - Communication with employees progressed with emails, meetings (including Dept. leads)
 - After changes were made, an overall equity assessment across departments was reviewed.
- Next step: HR Dept made recommendations for the Town Manager.
 - Some are new positions, or new titles that were recommended.
 - Some changes were not agreed to—there were some positions that would impact the plan; these were handled first.
 - One position change for the Buildings Commissioner was brought to public hearing and is in the Finance Committee report it was Grade 14. Now, it’s that specific position has been moved in the plan to Grade 15.
 - We did streamline positions and titles, but not as much as we had expected to do—
 - E.g. one “request for reconsideration” looked at how the prior title was a better fit for the job that so we returned it to the prior title.
- Noted that while the Handout for Town Meeting is not ideal, it is an approved process for sharing information at Town Meeting, especially when it had been impossible to have all the final work done by the time the Town Warrant was to be printed. This process was approved by the Town Moderator. Also recognized that other handouts for Town meeting 2023 included the Town budget and the Education budget.

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- Discussion re: the implementation process that will proceed rapidly after the Town Meeting.
 - Once the budget for salaries is approved (after Town Meeting, in agreement with Town Manager and the Finance Committee), the focus will be to get the compensation plan in place for July 1, 2023.
 - The first step will include providing salary increases for employees that are lower than the new salary ranges. Where in the range these employees will be brought depends on the overall budget, discussions with department leaders and Town Manager.
 - Expectation is that the Personnel Board will be responsible to review the plan at the June 14th PB meeting.
 - There will also be a focus on how to recognize long serving employees.
 - In the C&C study from GovHR, there was no review of comparable salaries in the private sector. Noted that without that information, it may be hard to hire the appropriate skills, e.g., re: engineers in Public Works department.
- Communication: In terms of how employees were engaged in the overall C&C study and plan process, there were a variety of communication avenues employed: meetings were held, meetings were available to watch as recordings; meetings with department heads to prepare them to speak with their teams. Public meetings for all employees were held (note that morning sessions are usually better attended than those held later in the day).
- Implementation Plan:
 - The work to implement the plan involves an assessment of each position and the salary of the person in that position.
 - Personnel Board notes that the salary ranges do not provide enough information to guarantee that the Mass Equity Pay Act (MEPA) is followed. Recommended that Joe Emeric work with HR director to organize information in a format that will confirm the town is in compliance with MEPA.

Public Comments solicited; no comments received. Select Board Liaison Terri Ackerman confirmed that the Select Board is in agreement with Articles 4 and 5.

Agenda item 4: Town Meeting Preparation / Warrant Article #5 Motion; Town Meeting Presentation

- Goal tonight is to approve the Articles 4 and 5. Nancy Crowley made a motion to approve, Kate Ryan seconded. Bill Mrachek and Liz Cobbs agreed.
- To prepare for questions at Town Meeting, it was confirmed that the broad/top 3 reasons for undertaking the new Classification & Compensation plan include:
 1. An effort to put all positions in one group---equity in a different way than before, where traditionally blue- and white-collar positions were included under one system.
 2. Checking in on duties and responsibilities for all positions –at the same time. This plan allows us to look at all positions together. We can see that the town has grown and changed over time.

3. Concord wanted to be competitive comparatively—and looked to provide continued growth for town employees.

Agenda Item 5: Personnel Board Charge Discussions

- Agreement that we will need to move quickly after Town Meeting to address the Charge of this committee.
 - Bill Mrachek has drafted one new version.
 - Agreement to also review Charges of other towns and of other Committees with Charges from within Concord (e.g., Finance committee).
 - The Personnel Study Task Force Report, Appendix J, also provides examples of other town's charges.
- There is both a ByLaw and a Charge for the Personnel Board: agreement that we must confirm the role of each and communicate publicly the role of each. For clarity, one place where the public can easily understand the responsibilities of the Personnel Board would be best.
- Recognition and agreement that the Select Board must be aligned with/ approve the changes to the Charge. Personnel Board must present to Select Board our recommendations.

Recognition of Nancy Crowley's excellent service on the Personnel Board. After 9 years of service, we appreciate all of the support Nancy has provided for the Town and the employees of the Town. A wonderful colleague!

Adjournment: Nancy Crowley made a motion to approve, Kate Ryan seconded. Bill Mrachek and Liz Cobbs agreed.