

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

January 14, 2021

Location/Time: Zoom Meeting 9:00am

Personnel Board Present: Mary Carrigan, Chairman, Juris Alksnītis, Mary Hornsby, Sue Geremia, and Katelyn O'Brien, Asst. Town Administrator, *ex officio*

1. Acceptance of Minutes. The Board reviewed and unanimously approved the minutes of the December 7, 2020 meeting.

2. Review of draft Request for Proposal (RFP) for Personnel Classification Study. The Board discussed the revised RFP which had been recently circulated to the Board by K. O'Brien. As reflected in the October 15, 2020 minutes, the initial combined RFP (i.e. for work encompassing compensation and classification) did not elicit much response and the two components were separated. The compensation piece has been initiated under contract with the Collins Center, as noted in the November 19, 2020 minutes. The current draft RFP is revised to focus on the classification piece. The plan is to finalize and circulate this RFP in the immediate future so that we can begin the classification study process in 2 months. This will include reaching out to quality personnel contractors. In addition, the following were discussed:

a. Work schedule. While the outside estimate for completing the study is 18 months, it is K. O'Brien's sense that the work can be completed sooner. We requested that a provision be inserted so as to require the selected contractor to bring a proposed operational schedule for Board approval at their first meeting with us. This will facilitate setting a reasonable completion date and also for scheduling meetings with the selected personnel management consulting firm for monitoring progress on a regular basis.

b. Phasing of personnel categories. The Board suggested that the Administrative positions and Management and Professional positions be undertaken in a cluster because of proximity of staff and as the linkages of the work process would enable efficiencies allowing feedback at the same time.

c. Update of ATTACHMENT 1 - Town of Dover Positions. K. O'Brien will update Attachment 1 to delete Police Dept. and Fire Dept. positions which are not part of the scope of work.

d. ATTACHMENT 2 – Current Comparable Communities. Provide flexibility for contractor to draw, as needed, on the list of comparable communities worked out for the compensation study contract.

e. ATTACHMENT 4 – Contract. K. O'Brien will update draft contract to reflect fixed price procurement requirement, follow-up on clarifying the Town's approach for pricing and approving added work, should this become necessary, and also revisit the short 7-day termination provision.

3. Review of HR Audit Recommended Policies. The Board discussed meeting regularly to review proposed new and revised policy drafts prepared by the contractor who conducted the HR Audit for the Town. We will try to review groups of 4 policies each meeting. As part of the review process, K. O'Brien will provide "before" and "after" versions identifying changes. The first such Zoom meeting was scheduled for February 3, 2021, 1PM. This may include the following initial drafts: CORI Policy, Workplace Violence Prevention Policy, and Policy Against Discrimination, Harassment or Retaliation in the Workplace recently circulated by K. O'Brien.

The meeting adjourned at 10am.

Respectfully submitted,

Mary Carrigan, Chair