

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

April 15, 2021

Location/Time: Zoom Meeting 10:00 am

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

1. Acceptance of Minutes. The Board reviewed, revised para. 2, then unanimously approved the minutes for Mar. 25, 2021 as revised.

2. Proposals received in response to the Town RFP for the Classification Study. K. O'Brien reported that proposals had been received from the following:

- Collins Center
- MGT Consulting
- DIJ Management Consulting Services
- Gallagher Consulting

Of the above, MGT Consulting did not meet the Minimum Qualifications Checklist, and was deemed ineligible for consideration.

3. Evaluation of the remaining three technical proposals. The Board received clarifications from C. Dwelley pertaining to the evaluation process and scoring system as set out in the RFP. Serving as the designated Selection Committee, the Board discussed and rated the technical proposals per the *Town of Dover-Classification Study-Evaluation Sheet*. A composite score was determined for each proposal as shown in the *Evaluation Summary Table* below:

Evaluation Summary Table				
Company	Rating	Composite Score		
		Experience	Staff Qualif.	Plan of Services
Collins	2	HA	HA	A/NA
DIJ Mgmt	1	HA	HA	A
Gallagher	3	NA	NA	HA

HA= Highly Advantageous; A=Advantageous; NA=Not Advantageous

Following completion of the evaluation process, the Price Proposals were opened and recorded as follows:

Collins - \$26,000; DIJ - \$28,000; Gallagher - \$54,000

The consensus of the Selection Committee was to proceed with the reference check step for the firm offering the top rated proposal - DIJ Management Consulting Services. A set of questions will be collaboratively developed with K. O'Brien, who will then do the reference calls and report back to the Board.

The key objective of the Classification Study is a timely review (not to exceed 18 mo) of all Town's positions to assure:

- job positions are **updated/revised**
- that job positions are **assured to be internally equitable**
- job positions are **validated in relation to the existing pay plan**
- that individual employees, department heads and the Town overall **will be part of the process**

The Board hopes to confirm the company which will do the study shortly, and that the work plan will start in the next month.

4. Meeting schedule. Follow-up Board meeting was scheduled on Friday, April 23, 2021 at 1PM.

The meeting adjourned at 11:45AM.

Respectfully submitted,

Mary Carrigan, Chair