

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

May 27, 2021

Location/Time: Zoom Meeting 1:00 pm

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

1. Acceptance of Minutes. The Board reviewed and accepted the minutes for the May 6, 2021 meeting.

2. Update of Personnel Classification Study work. K. O'Brien has connected with Donald I. Jacobs, Principal, of DIJ Municipal Management Services, and received an initial set of materials which were placed yesterday in a special Google Drive folder accessible to the Personnel Bd. These materials provide a perspective on DIJ's approach to implementing the Study involving the Town Administrator, Assistant Town Administrator and Personnel Board. The Board noted that while DIJ might have some approaches new to Dover, it is important that the Town's goals be met. Discussion touched on: orientation with Town Dept. leaders; management of preparation of new job descriptions, Classification Study process; integration of current Compensation Study into the Classification Study; and Classification and Compensation Study Report. It will be important to meet with DIJ ahead of starting the work to gain a mutual understanding, and to address any areas needing clarification. The Board will review the received DIJ materials and meet to identify questions for the contractor and subsequently meet with DIJ.

3. Compensation Study update. The Compensation Study is winding down, and K. O'Brien has received a draft data set along with a draft report, which have been placed in a special Google Drive folder accessible to the Personnel Bd for review. The Board needs to see the math formula underlying the calculation and outcome showing the market position of Town of Dover's positions in relation to comparable towns. Also, as noted in para. 2. above, the Compensation Study will provide market data for the Classification Study.

4. Town of Dover Hours of Work Policy. K. O'Brien reported that a draft policy is being prepared seeking to provide a coherent approach rationalizing the hours of work across Town positions. It should be available for Personnel Bd. review in June.

5. Meeting schedule. Zoom Board meetings were scheduled as follows:

Thursday, June 3, 2021 at 2PM – Review and discuss DIJ materials.

Thursday, June 10, 2021 at 2PM – Meet with DIJ Principal.

Note: after June 15, 2021, Board may need to resume in-person meetings, unless Mass. Legislature extends current Covid-19 meeting provisions as transition to Fall.

The meeting adjourned at 2pm.

Respectfully submitted,

Mary Carrigan, Chair