

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

7/11/2023

Location/Time: Zoom Meeting, 11:00AM

Personnel Board Present: Juris Alksnītis, Co-chair, Sue Geremia, Co-chair, Mary Hornsby, Bob Seiler, Rick Reed, Interim Assistant Town Administrator, *ex officio*

Town staff present: Ms. Robin Tusino, Director of Human Resources

- 1. Quorum confirmed.** All 4 current appointed Board members present.
- 2. Introduction of Robert Seiler, new PB member.** The Board welcomed Mr. Seiler “on board”, and all shared some aspect of their experiences and work on the Board during their time of service.
- 3. Introduction of new Town HR Director, Ms. Robin Tusino.** The Board welcomed Ms. Tusino, and discussed Board-staff working relationships. Ms. Tusino agreed to provide staff support to the Board generally similar to the working relationship with IATA R. Reed. It is noted that the Town and Dover-Sherborn Regional School District will be sharing Ms. Tusino’s services per an inter-municipal agreement recently approved by the Board of Selectmen. Generally, this will mean Ms. Tusino working 3 days at the District and 2 days at the Town, a pilot arrangement which will be reviewed after 1 year. This also means that the HR Director will require the support of a new HR staff support position, which is to be written and discussed with the new Town Administrator Michael Blanchard who will begin at Dover approximately mid-July. R. Reed will supporting the onboarding process and transition of HR responsibilities from the IATA to the HR Director.
- 4. Annual market adjustment recommendation process (for FY2025).** The process for the Board to make salary schedule market adjustment recommendations to the Board of Selectmen and Warrant Committee typically begins at the end of summer. The *Summary Report*, pg. 4, para. 9 “Annual Market Adjustment” provides that market adjustment data from nearby communities (surveyed during Aug.-Oct.) is provided by the Town Administrator. With the creation and filling of the new HR Director position, it is now likely to become the responsibility of the HR Director. The Board prefers to consider market survey data together with key agency COLA data in developing its recommendation.
- 5. Review and approval of prior minutes.** The Board reviewed and approved its minutes for June 13, 2023. Vote: 3-Yes; 0-no; 1-abstained (new member not yet appointed at that time.)
- 6. Review and approval of “FY2024 Legacy Salary Plan” schedule taking effect July 1, 2023.** R. Reed and J. Alksnītis reported that the subject schedule reflected the COLA/market adjustment increases approved by the Board of Selectmen for FY2023 (2.0%) and FY2024 (2.5%). The purpose of the Legacy Salary Plan is described in the *Classification & Compensation Study Summary Report*, approved 6/13/23, page 3, paragraph 7, and is available to employees meeting stated requirements. Following discussion, a **Motion** was made and seconded: To approve the “FY2024 Legacy Salary Plan” schedule effective July 1, 2023.

VOTE: The Personnel Board voted unanimously to approve the motion.

- 7. Review and approval of new “FY2024 Salary Plan – Non-Union” schedule taking effect July 1, 2023.** As noted in the minutes of June 13, 2023, the Board delegated to Juris Alksnītis and Rick Reed the task to review the

trail from the compensation plan officially approved by the Board as Option 1 (June 6, 2022) to the compensation plan to take effect July 1, 2023 and report their findings to the Board at today's meeting. J. Alksnītis reported that the plan taking effect July 1, 2023 does not appear to be a direct derivative of Option 1. The Option 1 plan was not implemented by the Town effective July 1, 2022 as originally anticipated but was deferred for a number of reasons. Instead, intermediate calculations were apparently performed on 2022 survey data to generate "2023 survey data" from which new ranges and steps were then calculated for FY2024. It does not appear that COLA/market adjustments applied to the Legacy Salary Plan were applied to obtain the compensation values in the subject FY2024 Salary Plan schedule. When employees were migrated from the prior FY2023 salary schedule to the new "FY2024 Salary Plan-Non-Union" schedule, they typically received a modest increase consistent the procedure described in the *Classification & Compensation Study Summary Report*, approved 6/13/23, page 2, Compensation Plan Results, paragraph 5 for transitioning employees to the new schedule.

R. Reed reported that the new "FY2024 Salary Plan-Non-Union" schedule was not an updated version of Option 1. Nor did R. Reed find any spreadsheet showing calculations of ranges by grade and steps and could not discern any particular goal or structure. Steps are calculated by equal dollar value, not by % as done historically in Dover. Each approach has its pros and cons. R. Reed commented that overall, comparison of the Option 1 values and the new FY2024 salary schedule values indicates that FY2024 schedule values appear to be in the range of 0.5% above Option 1 values. In addition it was pointed out that the subject schedule is incomplete in that it does not contain values for salary steps for Grade V. A survey is currently underway by R. Reed to gather information from nearby towns as to compensation rates for comparable positions. At present, the only position at Grade V could be the Director of Public Works; however, the DPW Director is currently paid under the "FY2024 Legacy Plan". It is also noted that as the new "FY2024 Salary Plan-Non-Union" schedule was used in preparing the budget for FY2024, it is "baked into" this budget.

Following discussion, the Board reached consensus to accept the new "FY2024 Salary Plan – Non-Union" schedule without approving it, and subject to future completion of updated Grade V survey data, and calculation of an associated range, along with steps to be submitted to the Board for review and approval. In addition, the Board seeks to revisit the subject new FY2024 salary schedule structure and step differentials during the upcoming fiscal year consistent with the Town of Dover Personnel Rules and Regulations, Feb. 16, 2022, Section 4, Compensation and Classification. If practicable, the timing might be coordinated with the upcoming 3yr salary plan update required per the *Summary Report*.

The following **Motion** was made and seconded:

To accept for the time being, without Board approval, the new "FY2024 Salary Plan – Non-Union" schedule subject to: i) the near future submittal of the currently missing Grade V compensation range, and steps, along with supporting survey data and calculations for Board approval, and ii) the Board revisiting Grade I – IV compensation ranges, and steps along with calculation of step differentials during FY2024.

VOTE: The Personnel Board voted unanimously to approve the motion.

8. Positions and compensation schedules external to new Classification & Compensation system - update.

R. Reed is in the process of inventorying these positions and schedules. The Interim Town Administrator and he both agree it is good practice to have everything organized and together in a document or manual covering all Town employee compensation components. He anticipates the Board will have something to review at its next meeting.

9. Next Zoom meeting: 11:AM – 12:30PM Tuesday, Aug. 8, 2023

Meeting was adjourned at 12:34pm.

Respectfully submitted, Juris Alksnītis, Co-chair