

## Classification & Compensation Study Working Committee July 19, 2023 10:00 AM Meeting Minutes

Present: Select Board Clerk Marie Larsen, Department Head TTA Chief Ben Retmier, Employee Staff Diana (Dilly) DeBlase, Human Resource Board Irene Ziebarth, *Don Leopold was not present.*

Marie Larsen called meeting to order at 10:02 AM in the Tri Town Ambulance meeting room at 399 Middle Road Chilmark. Ben Retmier pulled together new equipment for the Zoom hybrid option for anyone to attend. *No others attended meeting.*

### Appointment of Chair:

Marie nominated Dilly (Diana) DeBlase to chair this working group. Dilly accepted the nomination. Voted unanimously. Dilly asked that meetings for this working group be kept to 1 hour. All present supported 1 hour meetings. Marie said we will do homework and bring items back for agenda discussion.

### Mission Statement:

Marie shared a proposed Mission Statement:

**It is our goal to take actions that continue to retain and attract employees; and to help ensure fair and equitable compensation that aligns with the diversity, equity, and Inclusion values and ensure competitiveness with the labor market.**

After review all present supported mission statement and voted proposed mission statement unanimously.

### Timeline to RFP:

There was discussion on how much time a consultant / study would need to effectively complete the scope of work. There was discussion about this being completed to implement not this coming budget cycle but the next. There was discussion about a more timely push to ensure seasonal staffing for spring of 2024. Irene said the bylaw allows for department heads to come to the HRB and request increases to positions to ensure town can attract and keep employees. Marie discussed the draft timeline she and Town Administrator Tim Carroll drafted. *This timeline was taken from email sent to staff asking for representative 6/28/23*

- Draft a Scope of Work statement for approval by the HRB and Select Board by August 15<sup>th</sup>
- Work with the Town administrator to issue an RFP by August 28<sup>th</sup>
- Evaluate an RFP with the Town Administrator to have a proposal before the Select Board for award by October 3, and then
- Work directly as the Town's representatives with the chosen consultant for the next 3 months to complete the study by December 29<sup>th</sup> for ATM & Budget season

Ben Retmier gave a suggested working group meeting schedule

C&C Study working group meeting schedule: (all meetings unless noted will be 1 hour location TTA Building 399 Middle Road. 10:00 AM start time. Hybrid in person or Zoom. 7/26, 8/2 and 8/9 final scope drafted to be presented to employees, HRB& Select Board.

There will need to be a HRB meeting added in addition to their regular meetings.

Employee engagement:

Dilly asked if a member of this working group would be willing to head the employee engagement. Ben Retmier said he would and said he understands how important that is for a successful study. Marie discussed the data she has been gathering from assorted areas to help build our scope and process. Nantucket recently posted a classification study and the employee engagement 2 page process to send to all employees.

Ben asked for clarification on how long the working group will stay engaged in the process. Marie said she hoped it would be through the whole completion of study not just to the RFP stage.

At 9:59 AM Ben moved to adjourn. Marie seconded the motion. Meeting adjourned. Minutes respectfully submitted by Diana DeBlase. **APPROVED 7/26/23**