**APPROVED**

 **Human Resources Board of Chilmark**

**Meeting Minutes**

**December 5, 2019**

Present: Jennie Greene, Chair, Bruce Golden, Molly Glasgow, Jim Malkin, Selectmens’ Representative, Don Leopold, Chuck Hodgkinson, Employees’ Representative

Not present:

Public/ Board or Comm. Members:

Staff: Jennifer Christy, Admin. Asst., Ellen Biskis, Town Accountant

Meeting called to order at 8:00AM

**FY2021 Departmental Budget Proposal Review:**

* + The Board reviewed the budget proposal.
	+ Ms. Glasgow asked if the Town had ever completed a survey that showed whether there is pay equity between men and women in Town. Ms. Glasgow noted that it would be important to have a regular review for this purpose.
	+ Mr. Leopold stated that it would be important to look at the job descriptions to make sure that they are “agnostic”.
	+ Mr. Malkin noted he attended the Northhampton, MA Municipal Conference and attended a pay equity presentation. He stated that the attorneys at the presentation stated that if a process exists and the process is reviewed every few years then the Town is completing what is required.
	+ Mr. Leopold made a motion to approve the FY21 Budget proposal as presented. The motion was seconded. All ayes. The motion passed unanimously.

**Position Evaluation Manual & Process Review:**

* The Board continued discussion regarding the evaluation manual.
* Ms. Greene noted that it was very arbitrary how it was decided what grade a position should be placed at and the Human Resource Board decided we would not use the manual anymore.
* Ms. Greene asked if we should get a person to help with creating a new or updated manual.
* Mr. Hodgkinson stated that the procedures manual description of what is required to do for grading a job should be included with the MPEM.
* Mr. Hodgkinson read from the part of the procedures manual that noted that all completed grading of positions should be then compared with other positions in other island towns.
* Mr. Hodgkinson stated again that the portion of the procedures manual about grading needs to be printed and placed in the MPEM. It was noted by Ms. Christy that the section within the Procedures Manual which outlines the process for grading is already included in the MPEM.
* Ms. Greene noted again that her experience was that some positions in the past would be graded or regraded and the resulting numbers would vary widely. She asked what people would like to do at this point. Ms. Greene asked if Board members would like to use the existing Evaluation manual or is there some other method to use and whether the evaluation manual should be reviewed and then altered.
* Brief discussion occurred.
* Mr. Malkin noted that there is a need to review the grading manual.
* Mr. Malkin further noted that the process for grading positions can be subjective and suggested that the Board members take steps to increase objectivity.
* More discussion occurred regarding what steps could be taken to improve the grading process.
* Mr. Golden noted the evaluation manual was thrown away because it seemed that the Board was being arbitrary.
* Ms. Biskis inquired what role the HR Board has in the process for reviewing job descriptions, including the change in hours for a job description. Ms. Biskis noted a change of the Harbormaster position in the past year to 40 hours/week. She also noted planned increases in the TriTown department that are proposed for FY2021 and wondered if the Board would be included in the process to review new position descriptions and added hours to existing positions.
* Ms. Greene clarified with Ms. Biskis that the Highway Superintendent position rate was changed for the FY20 budget.
* Mr. Golden noted that when changes with job descriptions are made or increases in hours, it doesn’t appear that the entire Board is involved. Ms., Greene noted, for example, that the Police Chief Job is under contract so they do not come to the Board for a review of the grade. Mr. Golden said that nevertheless the positions in Town should come before the Board for a review and recommendation and noted that it is an important role of the Board to give recommendations.
* Mr. Golden noted that it did not matter that contract employees are not specifically included in the manual.
* Ms. Greene noted the duties and powers of the HRB and read from the HR Bylaws.
* Mr. Leopold noted, as a FinComm member, that increases in hours to positions, but not the rate, is not necessarily something for the HRB to review.
* Ms. Biskis noted that a review of additional hours for positions were previously presented to the Board for review and recommendation.
* Mr. Hodgkinson noted that the EMT stipends should come before the HRB and he also noted that the added hours for the Highway Superintendent and the Harbormaster did not represent new duties just increases in hours.
* Ms. Biskis noted the important point for her is knowing what the process is.
* Mr. Leopold noted there could be a morale issue and having a clear process is important to morale. He inquired how to communicate changes in hours so that there is transparency while still being appropriate.
* Ms. Green noted there still is the question about review of the evaluation manual. Mr. Golden stated that the disposal of the MPEM cannot be done. Ms. Greene noted that the review of the manual was in 2013 and it was very hard to review and change. She noted the original manual was very out of date and the intent was to update it. Ms. Greene said that the process of updating seemed still arbitrary and it just didn’t work.
* Mr. Hodgkinson stated there is a procedure for determining hours under salary hourly wage positions and he read from the section.
* Mr. Hodgkinson noted that there are hour determination procedures and it’s a department decision that is approved by FinComm and voters and it doesn’t involve the HRB. He stated it is primarily up to the Supervisor.
* Mr. Leopold stated that if the process works then the issue is the transparency to the staff about the process each time.
* Ms. Glasgow asked if there was staff information messaging, currently. She noted that she would suggest this so that staff know that the HRB is available to assist and help and she noted this works very well in business. She further noted that the directors of each dept. could add something each month to a “newsletter” or some sort of communication.
* Mr. Malkin noted his experience and he said there are three Cs: compensation, careers and communication. He stated that he would request the Board review the grading manual and see if there are changes to be made and make sure that the Board may be as objective and equitable as possible.
* Mr. Leopold noted that there is a McKinsey model that you have to communicate 7 times in 7 different ways and you still will not reach everyone. Mr. Leopold noted that it is important to think through the communication process to see if we can find ways to do it better and he would like to make that our charter to do this.
* Ms. Glasgow clarified that the task is to go through the manual and note areas to review and possibly change.
* Mr. Malkin noted that the review of the MPEM is exactly what is required and he noted that the attorney that he spoke with at the conference thought the manual was sufficient as long as it is reviewed every few years and also noted that at the time of grading, when the scores are suggested, to try to be as objective as possible.
* Mr. Leopold said that there doesn’t need to be total change of the manual—but to review with the intention to make the manual as fair and equitable as possible.

**Topics Not Anticipated by the Board at the Time of Posting:**

**Minutes:**

* + Oct. 31, 2019: The minutes were reviewed and approved as written.

**Next Meetings:**

* + Thursday, January 9, 2020, 8AM

**Documents:**

* + HRB Procedures Manual
	+ HRB Bylaw
		- FY2021 Budget Worksheet
		- HRB Municipal Position Evaluation Manual

Meeting adjourned at 8:56AM