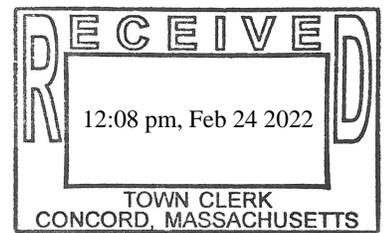


Personnel Study Task Force Agenda  
Date: February 28<sup>th</sup>, 2022; 4PM Virtual



Join Zoom Meeting

<https://us02web.zoom.us/j/81023573601?pwd=VHJObDViTWJQSlEzdURkdIVTZEkdz09>

Meeting ID: 810 2357 3601

Call to Order

Approval of Minutes of February 7, 2022 (by roll call)

Member updates of background reading, interviews, correspondence, and other matters

Review and Input on Draft Survey

What we did with your questions and linking them to specific policies

Suggest edits and refinement from task force members

Review of timeline and next steps

Timing: Survey sent out

Survey due back by

Report of survey findings/ how to incorporate into our recommendations

Claude's work on Assumptions

New Business

Pending meeting dates:

- Monday, March 14, (Virtual)
- Monday, March 28, (Virtual)
- ***future meetings***

Public Comment

Wrap up of next steps each member will be taking

Adjournment (by roll call)

PERSONNEL STUDY TASK FORCE – TOWN OF CONCORD, MA  
**DRAFT MEETING MINUTES**

Date: February 7, 2022  
Location: Virtual

Present from the Board: Ruth Lauer (Co-Chair), Anne Rarich (Co-Chair), Claude Cicchetti (Clerk), Paul Macone, Bruce Button.

Others Present: Terri Ackerman – Select Board, Susan Bates – Select Board, Kerry Lafleur, Acting Town Manager, Kate Hodges, Deputy Town Manager, William Mrachek – Personnel Board, Chris Carmody – Administrative Manager, Erin Mulcahy – Assistant Town Accountant, Karlen Reed, Mark Howell, Ned Perry, Anita Tekle, Doug Meagher.

### **1. Call to Order**

The meeting was called to Order by Anne Rarich, Co-Chair at 4:01 pm by roll call.

### **2. Approval of Minutes**

Ruth moved amended minutes for the meeting of January 24<sup>th</sup> that she had distributed in advance. In particular, the committee discussed the section on visitor discussion where a personnel professional was brought in to discuss the idea of surveys. The visitor spoke about surveys but also more broadly about the role of personnel boards. Upon a motion duly made and seconded it was voted 4-1 to approve the amended version of the minutes which removed the discussion that was seen to be off-topic.

### **3. Survey Discussion**

Erin Mulcahy was introduced and said she was looking forward to working with the Task Force.

Anne thanked the Task Force for the draft questions, which will be discussed at a later meeting. Erin will be involved in some of the logistics, and we will need to think about the timing.

Kerry Lafleur discussed the issue that employees in collective bargaining negotiations must be considered when conducting a survey. Kerry also guided against questions such as those involving employee satisfaction, retention, recruitment, and health benefits, as these are the purview of the Town Manager and Personnel Board and are not Personnel Bylaw issues. If we were to receive responses outside our mission, Kerry asked that we share them with her.

Kerry notified the Task Force that as she has thought about the implications of a joint survey more deeply, she is looking toward doing an independent survey. Her reasoning was that not only are the types of questions very different, but the Task Force survey would be a public document, which could potentially skew the responses she might seek from a survey that she could do on her own. She was also concerned about timing, as our timelines might not match up well.

Paul Macone expressed disappointment that a joint survey was not going to happen and sought a middle path where this could still occur. Bruce echoed Paul's concerns.

#### **4. Bylaw Discussion**

Claude presented an overview of potential draft changes to the Personnel Bylaw via PowerPoint based upon his thoughts as informed by Task Force meetings to date. Initial thoughts include:

- Clarify the division of responsibilities between Town Manager & Personnel Board.
- State explicitly that significant personnel policy changes require review by the Personnel Board.
- Require employee notification of PB meetings where proposed policy changes are on the agenda.
- Suggest a process where employees can ask for proposed policy changes to be put on the Personnel Board agenda if it was not done so already.
- Increase the communication of reports, generated both internally and externally, between the Town Manager and the Personnel Board, focusing on strategic and management reporting.
- Study further and consider creating the new responsibilities of Town Employee Ombuds, to help address employee concerns and facilitate communication with the Personnel Board.
- Study further and consider changing the governance process between the Town Manager, Personnel Board, and Town Meeting.

The discussion afterward clarified some of the ideas were but there was no vote sought or taken. Paul Macone expressed concern that we were offering conclusions before we had completed gathering data. Anne and Ruth suggested we could do both at the same time in parallel.

#### **5. Public Comment**

Terri Ackerman thanked the Task Force for its efforts.

#### **6. Next steps**

Ruth and Anne will work with Erin Mulcahy on compiling the survey questions for next meeting. Bruce will talk to the Fire Chief and again to the Police Chief. Bruce is also getting calls from current and former employees. Claude will talk to the Finance Director. Ruth will talk to Recreation. Anne will contact the Council on Aging. Paul will talk again with Alan Cathcart.

#### **7. Future Meeting Schedule**

The Board re-affirmed the following schedule of future meetings through the end of the year.

- Monday, February 28, 4pm (Virtual)
- Monday, March 14, (Virtual)
- Monday, March 28, (Virtual)

#### **8. Adjournment**

The meeting was adjourned at 5:36 pm.

Respectfully submitted,  
Claude Cicchetti, Clerk

## **GOVERNANCE – Changes: Policies and Procedures**

“Section 3 The Personnel Board and Town Manager shall adopt and maintain personnel policies and procedures as needed to implement and interpret the provisions of the Personnel Bylaw...”

However, the following Policies and Procedures are specified in the Personnel Bylaw, meaning they must be changed by a vote of Town Meeting, not by the Personnel Board and Town Manager. ([2022 Town Meeting warrant articles noted.](#))

Section 4 Employment Status		
Section 5 Classification Plan	<a href="#">Article 4, 5</a>	<a href="#">Currently always needs Town Meeting vote,</a>
Section 6 Compensation Plan	<a href="#">Article 4, 5</a>	<a href="#">Currently always needs Town Meeting vote.</a>
Section 7 Salary Schedules		
Section 8 In-Training Status		
Section 9 Hours of Work		
Section 10 Pay Policies		
Section 11 Sick Leave		
Section 12 Holidays	<a href="#">Article 6</a>	
Section 13 Vacation Leave	<a href="#">Article 6</a>	
Section 14 Bereavement Leave	<a href="#">Article 6</a>	
Section 15 Personal Leave		
Section 16 Military Leave		
Section 17 Jury Duty		
Section 18 Unpaid Leaves of Absence		
Section 19 Interruption of Employment		
Section 20 Leave for Temporary and Limited Status Employees		

The above should be re-written to provide the intended notification of rights to employees with the flexibility to amend and change as needed (eg by State and Federal law changes, hiring necessity, etc.) by the Personnel Board and Town Manager.