

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

Date: November 8, 2021

Location: Virtual

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

Others Present: Susan Bates, Select Board; Nancy Crowley, Personnel Board; Doug Meagher; Mark Howell; Anita Tekle; Karlen Reed; Joseph O'Connor.

1. Call to Order

The meeting was called to Order by Anne Rarich at 4:01 pm.

2. Approval of Minutes

The group discussed the draft minutes of the meeting of October 28, 2021. Ruth Lauer moved and Paul Macone seconded the motion to accept the minutes of October 28, 2021. The motion passed unanimously.

3. Discussion

Ruth Lauer discussed the process by which minutes and agenda are posted and contact information and reports are listed on the Town website. The group agreed to allow our personal email addresses to be listed on the Town website.

Anne Rarich asked if anyone had any comments about the information compiled on the Town website regarding personnel matters. Anne also said she would share some information by a consulting firm about hiring practices.

Paul Macone reiterated the importance of employee outreach. Anne asked about an upcoming scheduled communication between the Personnel Board and Select Board on the Select Board's agenda. Ruth asked about deciding a goal statement. Multiple members talked about the importance of hearing from people like the Town HR Director, Ellen Quackenbush, warrant petitioners, as well as those citizens who spoke in opposition to the warrant article for their views on the role of the Personnel Board.

Citizens Mark Howell and Anita Tekle gave some background into citizen objections to the Personnel Board warrant article from previous Town meetings. Anita described how the Personnel Board used to do official outreach to employees to give them notice of benefit changes and to hear grievances, which later changed to being handled by Town staff in various forms. Anita and Mark agreed to send information on objections to the warrant article to Anne Rarich who would forward it to committee members.

3. Future Meeting Schedule

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

- Thursday, November 18th, 4pm (Virtual)
- Monday, November 29th, 4pm (Virtual)
- Thursday, December 9th, 4pm (Virtual)

4. Adjournment

The meeting was adjourned at 5:15 pm.

Respectfully submitted,
Claude Cicchetti, Clerk