

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

Date: January 24, 2022

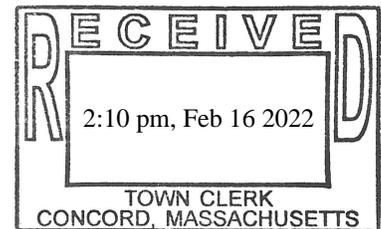
Location: Virtual

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, Amy Foley – HR Director, Kate Hodges, Deputy Town Manager, Joseph O’Connor – Chief of Police, Karlen Reed – PEG AAC, Mark Howell, Ned Perry, Anita Tekle, Mary Flanders Aicardi, Human Resources Practice Leader - Collins Center, William Mrachek.

1. Call to Order

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



2. Approval of Minutes

The group discussed the draft minutes of the PSTF meeting at 4pm on January 3, 2022. Upon a motion duly made and seconded it was voted unanimously by those present to approve the minutes.

3. Visitor Discussion

Mary Aicardi introduced herself and her background and started by asking the committee the goal of the survey. Anne said that we are looking for employee input into the personnel realm. Mary pushed for very specific goals. Paul suggested it included how employees interface with the Personnel Board. Paul mentioned that Kerry Lafleur, Acting Town Manager would like to partner with the Task Force in any such survey, for example, to poll employee satisfaction. Ruth emphasized that the charge asks us to interact with town stakeholders but perhaps also town employees to make our research complete. Claude suggested that a survey could be beneficial, but should focus on questions relevant to our task.

She said that framing questions was very important. She said to really pin down the right timing.

Ruth asked how to get employee input if not a survey. Mary suggested small group meetings with employees – such as public forums. She said they are not fans of anonymous surveys, that there is no need to be anonymous. She said there is a legal risk of an anonymous survey with HR issues.

She said that she is not sure a survey will inform us on the role of the Personnel Board and the governance structure. More and more employee issues in Massachusetts towns are moving away from Personnel Boards, which should stick to policies, classifications, and pay scales.

4. Discussion

Anne talked with members of the Personnel Board and the biggest takeaway was that other than Compensation, they feel they do not have much of a role to play. Bruce met with Chief O’Connor and others, and it seems that turnover and filling positions is the biggest challenge. He also talked with the new head of the Library, who reported similar challenges. Claude discussed his meetings with citizens,

who provided him background on the role of Personnel Board discussions in Town including warrant articles and other various public documents.

Paul talked with Allan Cathcart, director of Public Works and Aaron Miklosko, Highway and Grounds Superintendent, who cover union and non-union employees, and they provided some interesting ideas. Ruth met with the Select Board who provided good insights.

Ruth and Anne asked whether the Task Force should contract a survey. Paul suggested we partner with the Town, which was suggested by the Acting Town Manager. Ruth suggested we each come up with some questions that target the Task Force mission (to go to Ruth and Anne before Thursday noon) for discussion at our next meeting.

Upon a motion duly made and seconded, it was voted unanimously by those present to approve sending a survey along with the Town Manager.

5. Future Meeting Schedule

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

- Monday, February 7, 4pm (Virtual)
- Monday, February 28, 4pm (Virtual)
- Monday, March 14, (Virtual)
- Monday, March 28, (Virtual)

6. Adjournment

The meeting was adjourned at 5:15 pm.

Respectfully submitted,
Ruth Lauer, Clerk
Approved February 7, 2022