



TOWN OF SHREWSBURY

Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, Massachusetts 01545-5398

Minutes Personnel Board February 27, 2019

Present: Theresa Flynn, Robert Cashman and Anthony Froio

Also Present: Kevin Mizikar, Kristen Las, and Kristina Anderson

Mrs. Flynn called the meeting to order in Conference Room A at 8:30 AM using an agenda and meeting notice dated February 22, 2019.

Mr. Froio made a motion to approve minutes of January 7, 2019 with minor changes as amended. Mrs. Flynn seconded the motion. All voted in favor 3-0.

Mr. Mizikar discussed the Classification and Compensation Request for Proposal (RFP) results and the selection process. Collins Center, GOVHR and the Executive Suite were asked to provide proposals, as they are all extremely active within Massachusetts at this time. The proposal cost estimates were presented by Mr. Mizikar to the Personnel Board as follows: Executive Suite at \$50,000, GOVHR at \$48,000, and no response from the Collins Center. Through clarifying expectations, Mr. Mizikar was able to negotiate the bid from GOVHR down to \$41,000. A selection of which company the Town will work with had not been made. The funds had been appropriated in the Personnel Board Budget, and confirmed by the Town Accountant. Mr. Mizikar asked for confirmation that the Personnel Board would like to use their budget for this comprehensive study, affirming that the work product will be of great value to the Town and that we have the ability to tailor the study to the Town's needs throughout this process.

Mr. Froio was impressed with the RFP process and results. He felt that all of the organizations that responded were qualified, noting GOVHR's impressive current and completed project list. He stated that if the Personnel Board were to proceed, as they were inclined to do, then this would be the optimal time to do it. Mr. Froio discussed how the previous consultant had a lot of history with the Town; however, this history's relevance is declining due to the vast changes the Town has experienced. Mr. Froio reiterated that the time to restructure the classification and compensation process is now. He also stated that he favored GOVHR.

Mr. Mizikar responded stating that with our current process we are tied in to the lowest bidder. The firms that have responded are all of great quality. Mr. Mizikar noted that if we were to move forward, it would be with GOVHR. Mr. Froio questioned if GOVHR's location will be an issue, as they are headquartered in Illinois. Mr. Mizikar responded to these concerns by reassuring the

Board that the cost of travel is built into the bid, and we would be utilizing video conferencing. Mr. Mizikar also noted that we received positive feedback from Municipal Human Resource Professionals who have worked with GOVHR, and that Jo Ellen, CEO of GOVHR, is well respected and had spoken at Massachusetts Municipal Association meetings in the past.

Mrs. Las noted the growing interest of this study with various employees, and informed the Board of their possible future presence at upcoming meetings. Mrs. Flynn stated that employees would be assured by GOVHR's comprehensive review of all positions. Mr. Froio stated that we will continue to be full disclosure to Department Heads and all employees during this significant change in process. He also noted that the new consultant should restore confidence in all, as they will be heard through interviews. Mr. Froio is in favor in proceeding with the consultant with classification and compensation changes. Mr. Froio recommended through Mrs. Flynn to proceed with the process and GOVHR within the Personnel Board Budget, Mrs. Flynn and Mr. Cashman both agreed. Mrs. Flynn stated that the cost is defensible by the RFP process and the scope of work being completed. Mr. Mizikar agreed, and added that there will be a six-month check in with GOVHR after the project is completed to confirm that all is well.

Mr. Mizikar noted that an attorney had not reviewed the Personnel Bylaw revisions yet. Mr. Mizikar stated that his approach to these edits were lean and comprehensive, meaning that the only revisions made were to move the authority of classification and compensation changes from Town Meeting to the Personnel Board and Town Manager. Mr. Mizikar would send the document to an attorney following the meeting, as this feedback will be needed by the Personnel Board's March Meeting. The timeline was to get the edits finalized by early April with the Personnel Board's approval.

Mr. Mizikar noted that in the past cost of living adjustments (COLA) fell under Article 3 and Personnel Bylaw changes fell under Article 4 of Town Meeting. At the 2019 Town Meeting, these articles would flip, because if the Personnel Bylaw revisions are to be approved then COLA's will not require approval. By Town Meeting, the classification and compensation schedule from GOVHR will not be finalized. Mr. Froio noted that commensurate with competition, retention, and recruitment help, from the employee perspective this process change would be great. Adjustments from GOVHR would be coming in the next fiscal year if approved. Mr. Froio reviewed Mr. Mizikar's Personnel Bylaw changes. Mr. Mizikar discussed how the Department Head scale would change by removing the amount of steps and broaden the ranges of each step. Annual goal setting and performance based compensation is a long-term goal for the Town Manager and Personnel Board. Mrs. Flynn inquired if individual adjustments would be public record. Mr. Mizikar responded by stating it is all public record. Mrs. Flynn stated that she worried about internal equity. Mr. Mizikar assured the Board that we are considering bonuses on achieving strategic goals that align from the resident to the Town Manager to Departments to employees.

Ms. Anderson discussed the new form to be used in place of Employee Information Sheets and Personnel Board Action Forms, the Personnel Action Sheet. She stated that with that form the Town would be able to make personnel changes in real time without the signature of the

Personnel Board Members. Mr. Mizikar assured the Board that they would still be informed of all changes. The Personnel Board supported this change and believed that it would make the process smoother and more efficient.

Mrs. Flynn inquired if there have there been any material increases with benefits or health care. Mr. Mizikar responded stating that there was an increase in health care costs, the percentages variable depending on plan. The high deductible plan had been successful, but not enough to adjust rates lower. He stated that we needed to better describe and publish the high deductible plan this year to employees.

Mr. Froio noted that the COLA has been steady for the last few years at 2%, and said it would be interesting to see what comparable communities increase to 2.5%. Mrs. Las stated she would coordinate with comparable communities to collect more COLA responses.

Mrs. Flynn moved to the Town Manager Report. Mr. Mizikar moved rapidly through Police Superior contract negotiations, and explained that the second session of negotiations with Firefighters was scheduled for that Friday. Mr. Mizikar stated that the Dispatchers had had a preliminary meeting, with nothing of substance to date. He explained that the only request to date was to increase the staffing minimum to two.

Mr. Mizikar informed the Board that Robert Tozeski, Water and Sewer Superintendent, is retiring on June 7, 2019. With this retirement, the Town will be losing knowledge, and it is a difficult position to recruit for. Mrs. Flynn inquired if we had any candidates in the pipeline. Mr. Mizikar noted that the position will be different going forward due to the DPW reorganization. Mr. Tozeski will update the job description. Mr. Mizikar would like Mr. Tozeski and the new Water Sewer Superintendent to have at least a two-week overlap. Mr. Mizikar explained that recruitment is a challenge due to the technical nature of the position and the new facility. Mr. Mikizar responded stating that a salary survey for the position was needed to be more competitive, as the replacement must be fully licensed. Mr. Froio questioned if Mr. Tozeski could be retained as a consultant after his retirement. Mr. Mizikar confirmed that he would most likely be willing to stay if needed. Mr. Mizikar also noted that the Deputy Fire Chief is retiring in June or July, and that an assessment will be conducted during the recruitment process.

Ms. Anderson informed the Board of the four new hires at the Council on Aging, and the offer that was out for the Benefits Coordinator position. Mrs. Flynn and Mr. Mizikar noted that they have discussed online benefits options. Ms. Anderson also informed the Board of the ongoing Animal Control Officer search.

Mr. Froio discussed the relevance of bylaw changes with turnover continuing, highlighting retirements.

The Board signed the Sick Leave Plan II Transfer Letter for the Town Accountant.

Attention then turned to the matter of Personnel Action Forms that have been presented to the Personnel Board for signature. On a motion by Mr. Froio, second by Mrs. Flynn the following forms were approved:

- a. David Snowdon – Assistant to Town Manager, Management Analyst – Town Manager
- b. Kristina Anderson- Assistant to Town Manager, Human Resources Coordinator – Town Manager
- c. Joseph Lavallee – PT Snow Plow Operator – DPW Highway
- d. Elizabeth Ruby – Administrative Assistant – Police
- e. Lisa Sundeen – Administrative Assistant II – DPW Parks, Recreation & Cemetery
- f. Jason Palmatier – Acting Sergeant – Police
- g. Taylor Anding – Dispatcher – Police
- h. Thomas Kelley – Dispatcher – Police
- i. Jeffrey Svendsen – Dispatcher – Police
- j. Nicholas Gerardi – Police Officer – Police
- k. Christopher McGoldrick – Assistant Planner –Planning/Economic Development
- l. Vincent Thai – Junior Civil Engineer/Compliance – DPW Engineering
- m. Nick Repekta – Highway Division Manager – DPW Highway
- n. Ed Hayes – Highway Foreman – DPW Highway
- o. Bernard Cahill – Town Planner –Planning/Economic Development
- p. Alfredo Oliveira – Jr. Building Custodian II – DPW Public Facilities
- q. Joel Kimball – Special Motor Equipment Repairman – DPW Highway
- r. Jennifer Wright – Administrative Assistant II – DPW Water/Sewer
- s. Cheryl Wolf – Recreation Specialist - DPW Parks, Recreation & Cemetery
- t. Patricia Babin – Office Support Coordinator – Council on Aging
- u. William Daley – Motor Equipment Operator II – Council on Aging
- v. Christian Rivas - Motor Equipment Operator II – Council on Aging

The next meeting of the Personnel Board will be Friday, March 22, 2019 at 8:30AM.

The Board unanimous voted to adjourn the meeting at 9:20 AM on motion by Mr. Froio, seconded by Mrs. Flynn

Respectfully Submitted,

Kristina B. Anderson
Assistant to the Town Manager
Human Resources Coordinator

Referenced Materials

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Meeting notice with attachments dated February 22, 2019
Personnel Action Forms as noted