

Office of the
PERSONNEL BOARD



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TOWN OF SHREWSBURY

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Minutes **Personnel Board Meeting** **September 29, 2021**

Present: Anthony Froio, Robert Cashman, Natalie Corridan-Gregg

Also Present: Kristina Ordnung, Kristen Las, Kevin Mizikar, Angela Snell, and Ruth Anderson

Item 1. Mr. Froio called the meeting to order in Google Meets at 8:32 AM using an agenda and meeting notice dated September 27, 2021.

Item 2. Mr. Froio and Mr. Cashman welcomed Ms. Corridan-Gregg to her first meeting on the Board and provided a brief overview of staff support and Board matters.

Item 3. Mr. Cashman nominated Mr. Froio to chair the Personnel Board. Ms. Corridan-Gregg noted through her research prior to the meeting with Ms. Ordnung's support and she supported the nomination of Mr. Froio. Mr. Cashman made the motion to elect Mr. Froio as chair, Ms. Corridan-Gregg seconded the motion. Roll Call Vote Mr. Cashman - Aye; Ms. Corridan-Gregg - Aye; Mr. Froio - Aye.

Item 4. The Board discussed minor changes to the minutes from April 16, 2021 and May 14, 2021 meetings. A motion was made by Mr. Cashman and second by Ms. Corridan-Gregg to accept the minutes as amended for the April 16, 2021 and May 14, 2021 meetings. Roll Call Vote Mr. Cashman - Aye; Ms. Corridan-Gregg - Aye; Mr. Froio - Aye.

Item 5 - Sick leave buy back. Mr. Mizikar reviewed the Town's unique sick leave program where employees are given 5 sick days per year along with short term disability offering at 80% of salary if more sick time is needed. This program incentivizes appropriate usage of sick leave

by, under certain terms and conditions, allowing it to be rolled over to vacation time or paid out. Funds are appropriated with the Personnel Board's budget to cover costs of this program and a report has been provided detailing expenses from FY21 on a department by department basis. Mr. Mizikar asked the personnel board to approve the transfer of funds. Mr. Froio noted this is a standard item of business but offered the opportunity for Board members to ask questions or comment. There were none. Mr. Cashman offered a motion to transfer the funds. Ms. Corridan-Gregg seconded. Roll Call Vote Mr. Cashman - Aye; Ms. Corridan-Gregg - Aye; Mr. Froio - Aye.

Item 6 - Classification Changes - Mr. Froio thanked and welcomed Angela Snell. The Board and Ms. Snell discussed the addition of a PUBLIC WORKS – SUPERVISOR – NIGHT CUSTODIAL. Ms. Snell reviewed 11 FT custodians and several part time custodians who work within all The Public Buildings Division and how this position is needed and will fit within the management structure.

Ms. Corridan-Gregg asked about the workload of the position, especially how this position is impacted by public events and COVID-19? Ms. Snell explained that the position focus is on cleaning of buildings and the management of staff and contractors. Many buildings are used year round now. They are going to ensure that contract cleaners are being thorough, and also be there to understand issues that may have prevented work - such as the room not being cleaned. Ms. Snell further noted that the position was needed several years ago because there is too much responsibility for a forty hour position given that clean operations occur day and night

Mr. Froio called for a motion to adjust the classification schedule for this position. Mr. Cashman offered a motion to make the change. Ms. Corridan-Gregg seconded. Roll Call Vote Mr. Cashman - Aye; Ms. Corridan-Gregg - Aye; Mr. Froio - Aye.

Mr. Froio welcomed Principal Assessor Ruth Anderson to the meeting. Ms. Anderson explained the need to reclassify a position from office assistant (Grade 2) to administrative assistant (Grade 3). Mr. Froio asked for specifics that clearly indicate the need for reclassification. Ms. Anderson responded that the importance of the financial well being to the town is above and beyond basic customer service or other administrative duties. This position is responsible for the Town's motor vehicle excise tax which is a \$6M revenue source. Additionally they are responsible for assisting in capturing new assessed values generated through building permits which accurately allows for the Town to collect tax revenues.

Ms. Corridan-Gregg asked why it was classified differently to this point. Ms. Anderson has only been with the Town since May of 2021 and this was a matter that was left for her to complete from the prior Assessor. Mr. Froio asked if Mr. Mizikar or Ms. Las had any comments. Mr. Mizikar stated that Ms. Anderson brings clear leadership to the office, and has solidified why this change needs to occur. Mr. Froio noted that the board relies heavily on department heads, especially when there is a view of internal equity for staff and thanked Ms. Anderson for raising the need to reclassify the position. Mr. Cashman offered a motion to make the change. Ms.

Corridan-Gregg seconded. Roll Call Vote Mr. Cashman - Aye; Ms. Corridan-Gregg - Aye; Mr. Froio - Aye.

Mr. Froio asked Ms. Las to review the position classification needs within the Planning Department. Ms. Las introduced herself noting that she has been with the Town for 11 years in Planning and executive management roles. She is currently the department head for planning and economic development, but as workload and complexity increase there is a need for a stand alone department head for the Planning and Economic Development Department. Ms. Las is here today to get the planning department head title added to schedule within grade 9. Mr. Froio thanked Ms. Las for her presentation and opened the item up for questions from the Board. Mr. Cashman noted his support for this item. Mr. Froio asked Mr. Mizikar for any comments. Mr. Mizikar noted the need for both the Planning Department and for Ms. Las in her role as Assistant Town Manager for Community Development and Human Services. Mr. Cashman offered a motion to make the change. Ms. Corridan-Gregg seconded. Roll Call Vote Mr. Cashman - Aye; Ms. Corridan-Gregg - Aye; Mr. Froio - Aye.

Mr. Froio - moved on to Human Resources position changes. Mr. Mizikar provided an overview of the requested changes noting that the Town of Shrewsbury is an organization with roughly 250 employees and prior to the current Human Resources Coordinator position there were no employees solely dedicated to human resources matters. Mr. Mizikar credited the Personnel Board for this leadership, but the complexity of the organization requires a dedicated department to support employees. This includes all aspects of the human resource function from administrative to professional. Mr. Mizikar is requesting the reclassification of the Human Resources Coordinator title from a Grade 6 to a Grade 4 for and the creation and classification of the title of Human Resources Director at Grade 10. Finally Mr. Mizikar noted that in accordance with the Town Manager Act, the Town Manager will retain the responsibility as Personnel Director. Many of the duties will be delegated to the Human Resources Director.

Mr. Froio acknowledged the workload and complexities in an organization like the Town of Shrewsbury and asked the Board if they had any comments or questions. Mr. Cashman noted that he is excited this is happening as he mentioned the need for it several times over the years.

Ms. Corridan-Gregg also offered her support noting that she works in the field of competitive intelligence and appreciated the Town's thinking of being competitive to make sure our employees do not want to work with another organization. She also believes these changes are needed for risk management and other employee support matters. Mr. Froio stated that from a structural perspective this makes sense and these changes have been a long time coming. Mr. Cashman offered a motion to make the changes. Ms. Corridan-Gregg seconded. Roll Call Vote Mr. Cashman - Aye; Ms. Corridan-Gregg - Aye; Mr. Froio - Aye.

Mr. Mizikar further updated the Board on the salary and wage implementation thus far into the fiscal year since the Personnel Board's budget carries funding for the majority of COLA, equity,

and performance increases for all departments. For FY22 we budgeted \$220,000 for these changes. Thus far we have utilized \$53,130.19.

Item 7 - 2023 Work Plan - Mr. Mizikar noted that this item will likely be lighter this year than in recent years as we have worked on classifications and compensation and the establishment of a performance appraisal system. Some items staff may bring forward include paid family medical leave, including maternity and paternity leave. Ms. Corridan-Gregg noted people in her company were interested in these programs until they realized that they needed to pay into it. Mr. Froio suggested that at future meetings he would like department heads to give a status updated of their department for the mutual benefit of the Board and the departments. Mr. Cashman supported that idea.

Mr. Froio moved to the Town Manager's Report and turned to Mr. Mizikar. Mr. Mizikar informed the Board that negotiations are underway to settle two collective bargaining agreements which expired 6/30/21: Public Works employees and Custodial employees. Mr. Mizikar informed the Board that all employees have three goals set for this performance period and department heads and the Town Manager's office have signed off.

A motion was made by Mr. Cashman to adjourn at 9:40am. Ms. Corridan-Gregg seconded. Roll Call Vote Mr. Cashman - Aye; Ms. Corridan-Gregg - Aye; Mr. Froio - Aye.

Respectfully Submitted,

Kevin J. Mizikar
Town Manager

Referenced Materials
Classification and Compensation Plan
Job Descriptions
Meeting Minutes