

MINUTES OF MEETING
 May 14, 2020, 10:00 a.m.
 Town Hall and remote via Zoom

Members present: Betty-Jane Burkhardt, Chair, Thomas Nickinello, Kenneth Mudie, Sharon Ladley

Absent: Alice Bowen

Others present: Sarah O'Reilly, Director of HR

The meeting was called to order by Chairman Burkhardt at 10:05am.

Ms. Burkhardt requested a motion to conduct the meeting remotely. Mr. Nickinello made a motion and Mr. Mudie seconded. A roll call vote was taken and it was unanimously approved to conduct the meeting remotely. The remote participation guidance was recited by Mr. Nickinello.

Minutes from the February 13, 2020 meeting were reviewed. A revision was suggested to include the review of the position rating manual that was discussed during this meeting and it was pointed out that Ms. Bowen was not present at the February meeting, so the minutes were revised to reflect these changes. A motion was made by Mr. Nickinello, seconded by Ms. Ladley, and the minutes were approved with revisions.

Director of Information Technology

Sarah spoke about the Director of Information Technology Job Description. There was some discussion and the staff size was added to reflect up to 5 FTE.

Following discussion, Ms. Ladley made a motion, seconded by Mr. Mudie, and a roll call vote was taken. It was unanimously voted to approve the position of Director of Information Technology, as amended, at a Grade 23B, with the following ratings:

Director of Information Technology								
Factor #	Degree	Points	Factor #	Degree	Points	Factor #	Degree	Points
1	5	80	7	5	100	13	XXXX	XXXXX X
2	4	60	8	1	5		2	XXXXX X
3	4	75	9	2	15	14A.	1	10
4	5	60	10	2	15	14B.	2	15
5	4	40	11	1	5	14C.	3	25
6	4	80	12	3	15	TOTAL		600

GRADE	23B

Assistant Town Administrator

Sarah spoke about the Assistant Town Administrator position. The Direct Supervision of the Community Services Department has been removed due to the addition of the Director of Community Services, however this position still provides direction and supervision for Departments/Divisions as assigned by the Town Administrator and in the absence of the Town Administrator. There was much discussion as to how to grade the position due to this component. Following discussion, Mr. Nickinello made a motion to approve the job description as amended, and it was seconded by Ms. Ladley. A roll call vote was taken and approved 3-1, with Mr. Mudie opposing, with the following ratings:

Assistant Town Administrator									
Factor #	Degree	Points	Factor #	Degree	Points	Factor #	Degree	Points	
1	5	80	7	5	100	13	XXXX	XXXXX X	
2	4	60	8	1	5		1	XXXXX X	
3	5	100	9	1	5	14A.	1	20	
4	6	80	10	1	5	14B.	3	25	
5	5	50	11	1	5	14C.	2	20	
6	4	80	12	3	15	TOTAL		650	
							GRADE	24C	

The next meeting was scheduled for Thursday, June 11, 2020 at 10:00am. There was discussion regarding Terms for the Personnel Board and Sarah will request individual interest in continuing with this committee so the group may discuss at the next meeting.

The meeting was adjourned at approximately 11:52 am.

Respectfully submitted,

Sarah O'Reilly
 Director of Human Resources, Town of Yarmouth

SO