

TOWN OF WEBSTER

Personnel Advisory Board

350 Main Street

Webster, MA 01570

Board of Selectman Appointments

Patricia Nectow

Candace Shivers

Finance Committee Appointments

Sarah Sansom

Joshua Sterczala

Town Moderator Appointments

Elaine Davies

Jennifer Findlay

Interim Town Administrator

Greg Balukonis

DRAFT MINUTES PERSONNEL ADVISORY BOARD Friday, January 7, 2022

PRESENT: Elaine Davies, Candace Shivers, Sarah Sansom, Patricia Nectow, Jennifer Findlay

ABSENT: Joshua Sterczala, Greg Balukonis

Elaine Davies, Chairman called the meeting to order at 8:33 AM.

APPROVAL OF MEETING MINUTES: The Draft PAB Minutes for the meeting of December 3, 2021 were reviewed and it was moved they be accepted as written. The motion was seconded and approved.

INTRODUCTION OF NEW MEMBER: Jennifer Findlay was introduced as the newest member to the Personnel Advisory Board. Her background includes service to the Town of Webster on the Finance Committee and the Screening Committee for a new Town Administrator.

TOWN ADMINISTRATOR SCREENING COMMITTEE: The following three candidates have been recommended to the Board of Selectman for interviews which are to take place Monday, January 10 and Tuesday, January 11;

Ms. Jennifer M. Callahan – Oxford Town Manager

Mr. Richard L. LaFond – Interim Town Administrator Carver, MA.

Mr. Ronald S. San Angelo - Rutland Town Manager

CLASSIFICATION PLAN UPDATE: The study continues under the direction of the Collins Center. Greg wants the process to be open, including the potential for a town meeting to explain the Classification Plan and the need for it.

FY2023 BUDGET: January 28, 2022 is the deadline for departments to submit budget requests. Elaine distributed prior to the meeting a draft letter outlining three items which the PAB has identified as priorities for funding;

HR Specialist

The Committee all agreed that with the staff shortages in the Town Personnel it would be essential to have an additional person to accomplish the other recommended goals. Since one of the new

employee's responsibilities would be to keep current on Human Resource laws, part of the cost of their salary and benefits potentially could be offset by a reduction in lawyers' fees, now the town's source on HR questions. Optimally, this position would be a shared job with the Town of Webster Schools and the Town of Dudley. It will be important to talk with the School System to understand their needs and current situation.

MUNIS Human Capital Management Modules

Based on the presentation by MUNIS representatives at the December PAB meeting, it is expected that full implementation of these modules will be a three year process. Evaluation and set up would occur in FY 2023 with data entry completed in FY 2024 and final training and implementation in FY 2025. The Committee recommended engaging MUNIS for the zero cost assessment of the towns needs which includes an estimate of the programming costs for the customization of the MUNIS system.

Performance Evaluation System

The town should evaluate options to design a performance review/evaluation system that suits it. Upon completion of the Classification Plan, the Collins Center or a similar organization could be engaged to assist in its development.

The committee then discussed how best to present to the BOS for budget review. Discussion included that some of these items could be funded via grants rather than town monies. It was suggested that possible cost estimates and grant opportunities be included in the request to aid the Finance Committee in setting priorities. Elaine has begun work on this information and will include her findings in the next draft of the letter.

CONTRACTS: BOS has authorized Greg to negotiate an extension on the three union contracts which expire in June, 2022.

OTHER ISSUES:

- Elaine plans to sit down with the new TA to review the progress of the last five years and begin the conversation of the committee's goals for the future.
- One item that needs to be explored in the future is the lessons learned from the pandemic and what changes need to be made to current policy.
- Courtney has agreed to assist the committee to update the Town 's PAB webpage.
- Regarding MUNIS, the Board mentioned that according to Tim the Town currently utilizes about 2% of the MUNIS capabilities, payroll. Monique, Tim and Courtney viewed a similar presentation two years ago. Developing the software is one step, but then the module needs to be populated.
- Elaine mentioned that at an upcoming meeting, when the new TA is on board, it would be useful to think strategically about the areas in which the Board should be involved.

NEXT MEETING: Our next meeting will be on Friday, January 21, 2022 at 8:30 AM via Zoom.

The meeting was adjourned at 9:32 AM.