

EHHD Personnel Committee
Special Meeting
Minutes – DRAFT
October 14, 2021
Mansfield Town Hall
Via Zoom & Conf Room B

Call to order by M D Walsh at 3:02pm

Members present: M D Walsh, R Aylesworth, M Walter, B Paterson, S Powers

Staff present: Director Miller, Human Resource Director Schaefer (arrived at 3:40pm)

B Paterson MOVED, M Walter seconded to approve the 10/1/2020 minutes as presented. MD Walsh asked that future minutes include the title of staff present. Motion PASSED unanimously, with R Aylesworth, and S Powers abstaining.

MD Walsh MOVED, B Paterson seconded to nominate and elect R Aylesworth as Chairmen of the EHHD Personnel Committee. Motion PASSED, unanimously.

New Business

R Miller provided background on process and protocol for the Director's annual performance evaluation.

After some discussion it is the sentiment of the committee to use the current evaluation tool and process for the Directors FY20/21 evaluation. R Aylesworth stated the tool would be reviewed and updated if appropriate.

R Miller presented and provided an overview of the method and results of the agency salary survey report titled, "FY2021/2022 Salary Survey and FY2022/2023 Proposed Broad Band Pay Ranges". Discussion ensued.

MD Walsh MOVED, and M Walter seconded to recommend the EHHD Board of Directors approve the broadband median pay ranges as presented in the report titled, FY2021/2022 Salary Survey and Proposed FY2022/2023 Broad Band Pay Ranges. Discussion ensued.

R Aylesworth questioned the role and responsibility comparisons within the job class among health departments. R Miller stated that limited scope comparisons were made. This survey did not include a comprehensive analysis of job description among health departments.

MD Walsh ask if we have the money for the resulting increases. R Miller noted an estimated 75% of operating expenditures in fund balance as of 6/30/21. Note: cover memo states an estimated 2.7% increase in salary and benefit accounts.

H Schaefer questioned committee's strategy regarding pay ranges. Committee consensus is to *match market indicators* for wages to be competitive in the labor market.

It was noted that H Schaefer should review and comment on salary study report. B Paterson offered a friendly amendment to the current motion on the table, "pending final review by the Mansfield Director of Human Resources". Motion PASSED unanimously, as amended.

Meeting adjourned at 3:58pm.

Respectfully submitted,

Robert Miller, Secretary