

# Minutes of the Hingham Personnel Board

**Thursday February 11, 2021**

The Personnel Board met remotely via Zoom, as an alternative means of public access pursuant to an Order issued by the Governor of Massachusetts dated March 12, 2020 suspending certain provisions of the Open Meeting Law. The Zoom meeting took place on Thursday February 11, 2021. Present on the video/call were David Pace, Chairman, Russell Conn, Jack Manning and Courtney Orwig. Lisa Campbell, Human Resources Director, Michelle Monsegur, Assistant Town Administrator, and Keith Jermyn, Director of Veterans Services were also present on the video/call.

1. Dave Pace, Chairman, called the meeting to order at 6:41 pm.
2. The Minutes from the Personnel Board meeting held on January 12, 2021 were reviewed and upon motion duly made and seconded, it was:

**VOTED:** To approve the Minutes from the Personnel Board meeting held on January 12, 2021.

3. The Board considered a request from the Director of Veteran's Services to hire Jacob Pickering as a Benefits Administrator at Grade 8, Step 2 based on his education, work experience and Veteran status.

**VOTED:** To approve a request from the Director of Veteran's Services to hire Jacob Pickering as a Benefits Administrator at Grade 8, Step 2 effective as of his hire date.

4. The Board considered a request from the Director of Veteran's Services to amend the job description for the Veteran's Benefits Administrator position to remove the reference that the employee will work under the general supervision of the "Scituate Veteran's District" in support of the Veterans' benefits program.

**VOTED:** To approve the request of the Director of Veteran's Services to amend the job description for the Veteran's Benefits Administrator position as presented at the Personnel Board meeting.

5. The Board discussed the wage and classification and compensation study completed by GovHR for non-union, non-contract personnel. The Board thanked all involved in town for their hard work and efforts in the completion of this study, including Ms. Campbell and Ms. Monsegur.

The Board considered a motion to amend Schedule 1 (Alphabetical List of Position Classes) of the Personnel By-Law and replace it with the classification plan set forth in Gov HR's Employee Classification and Compensation Study Draft Final Report dated February 2021, effective June 1, 2021. Upon motions duly made and seconded it was:

**VOTED:** To amend Schedule 1 of the Personnel By-Law and replace it with the classification plan set forth in Gov HR's Employee Classification and Compensation Study Draft Final Report dated February 2021, effective on June 1, 2021.

6. The Board considered a motion to amend Schedule 2 (General Hourly, Weekly and Annual Salary Schedule) of the Personnel By-Law and replace it with the salary schedule and ranges set forth in Gov HR's Employee Classification and Compensation Study Draft Final Report dated February 2021, effective on June 1, 2021. Upon motions duly made and seconded it was:

**VOTED:** To amend Schedule 2 of the Personnel By-Law and replace it with the salary schedule and ranges set forth in Gov HR's Employee Classification and Compensation Study Draft Final Report dated February 2021, effective on June 1, 2021.

7. Upon motions duly made and seconded it was:

**VOTED:** To accept and adopt Gov HR's Employee Classification and Compensation Study Draft Final Report Dated February 2021, including the Job Evaluation Instrument.

8. The Board reviewed the 2020 Annual Personnel Board report and upon motion duly made and seconded it was:

**VOTED:** To approve the 2020 Annual Personnel Board report with modifications.

9. Lisa Campbell provided HR updates. Ms. Campbell noted that the appointment of the new Chief of Police was underway. Ms. Campbell stated that the state adopted Juneteenth as a state holiday and the town was researching how to implement this holiday.

10. The Board then voted to go into Executive Session for the purpose of discussing Collective Bargaining and would not resume in Open Session. David Pace- Aye, Russell Conn- Aye, Jack Manning- Aye, Courtney Orwig- Aye.

There being no further business before the Board, the meeting adjourned at 7:47 pm. The next meeting of the Personnel Board will be held on Thursday March 11, 2021 at 6:30 pm.

Respectfully submitted,

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Courtney A. Orwig

Personnel Board Member