

TOWN OF DOVER, MA

Personnel Board Meeting Minutes

August 7, 2020

Location/Time: Zoom Meeting 12:00 noon

Personnel Board Present: Mary Carrigan, Chairman, Juris Alksnitis, Sue Geremia (via audio), Mary Hornsby and *ex officio* Katelyn O' O'Brien, Asst. Town Administrator

Guest: Mary Beth Bernard from HR Key Solutions.

The purpose of the meeting was to review the draft Human Resources Audit developed by HR Key solutions.

The Board supports:

- The review of current processes was thorough and recommendations clear regarding processes and procedures.
- Identified Town processes that are complying with best practices were highlighted.
- Made recommendations for updating our policies to update and introduce new applicable laws and requirements.
- Outlined areas where processes and documentation should be consistent across the Town departments and boards.
- Provided advice and templates to follow on with the implementation.
- A final copy of the Audit with corrections as needed, to be provided to the Board upon completion.

We discussed the concept of moving toward providing a number of HR services in a centralized and consistent manner while collaboratively involving elected boards having statutory authorities.

We agreed that some issues, including the need to clarify the Town workweek (35hr v 40hr) will be part of another study that will review our compensation processes and position to market.

Respectfully submitted,

Mary Carrigan, Chair