

Personnel Board Minutes
East Greenwich Town Hall
125 Main Street
Town Council Conference Room 1st Floor
Monday, August 5, 2019
8:00 PM

Personnel Board Members (4/5): Vincent Ragosta, Jr., Robert Brooks, Deepak Vishnu, Matthew Leathers (L. Horridge Bissonette – excused)

Town Staff: Joseph Duarte, Leigh Carney, Rose Emilio

Meeting called to order at 8:10pm by Mr. Ragosta.

Mr. Duarte opened the meeting and mentioned that additional meetings of the board are needed in the future to update the Personnel Manual.

1. Approval of DRAFT minutes from May 7, 2018.

Motion to accept made by Robert Brooks, seconded by Vincent Ragosta

Ayes: Brooks, Leathers, Ragosta, Vishnu

Motion carried 4 – 0

2. Discussion and vote on Acting Town Manager's recommendation to consolidate the Executive Assistant to the Town Manager with the Town Clerk (memo dated March 28, 2019).

Mr. Duarte explained the reasons behind his recommendation to consolidate the two positions and the subsequent benefits to the Town. Discussion ensued on any potential conflicts, prior titles held by others which have been vacated and proposed salary ranges. Concerns with the dual role of supervisor and support were addressed. Mr. Duarte explained that the management of Human Resources for the Town has transitioned to Ms. Emilio in her position as the Human Resources Coordinator for both the Town and School. Ms. Carney addressed concerns regarding the work load and logistics. It was suggested that the Board may want to reevaluate the consolidation in six months along with revisions to the Personnel Manual. Redundancies and efficiencies were noted. Discussion continued on the cyclical nature of Town Clerk business and the responsibilities of clerks that report to Ms. Carney. Mr. Duarte explained that an additional clerk position is being added to the Town Clerk's Department as a result of recent negotiations and shifting of clerical staff. Job security and the reversal of the consolidation was a concern. Ms. Carney explained she had received a legal opinion from the Town Solicitor's office confirming that the removal of the Town Clerk from office requires a majority vote of the Council and the Executive Assistant to the Town Manager does not.

Motion to accept the Acting Town Manager's recommendation to consolidate the Executive Assistant to the Town Manager with the Town Clerk made by Vincent Ragosta, seconded by Robert Brooks

Ayes: Brooks, Leathers, Ragosta, Vishnu

Motion carried 4 – 0

3. Discussion and vote on draft job description for consolidated position of Town Clerk/Executive Assistant to the Town Manager.

Motion to approve the job description for consolidated position of Town Clerk/Executive Assistant to the Town Manager made by Robert Brooks, seconded by Vincent Ragosta

Ayes: Brooks, Leathers, Ragosta, Vishnu

Motion carried 4 – 0

4. Discussion and vote to approve the proposed standard pay schedule for appointive offices and positions to reflect current positions and salary ranges.

Mr. Duarte explained the proposed changes to the standard pay schedule are based on current circumstances and changes made since the last schedule was approved by the Board in May 2018. References were made to the two memorandums between the School and Town and the Municipal Salary Survey. Discussion ensued which included details on the reporting and budget structure of the Human Resources Coordinator position. No additional salary increases are planned for FY20 but it was recommended that ranges/adjustments are reviewed annually. Mr. Duarte noted that Ms. Carney has been receiving a temporary stipend for additional work being done for the Town Manager's office which is being reflected in the proposed salary range for the consolidated position. There was consensus to vote on each change to the standard pay schedule individually.

Motion to approve a change to the title of Finance Director/Director of Administration to Finance Director and approve the new pay scale with a minimum of \$105,000 and a maximum of \$130,000 for the Finance Director made by Robert Brooks, seconded by Vincent Ragosta

Ayes: Brooks, Leathers, Ragosta, Vishnu

Motion carried 4 – 0

Motion to approve a change to the maximum range pay scale for Deputy Chief of Police from \$97,500 to \$99,000 made by Robert Brooks, seconded by Vincent Ragosta

Ayes: Brooks, Leathers, Ragosta, Vishnu

Motion carried 4 – 0

Motion to approve a change to the title of Town Clerk to Town Clerk/Executive Assistant to the Town Manager and changing the maximum range pay scale from \$90,000 to \$105,000 made by Robert Brooks, seconded by Vincent Ragosta

Ayes: Brooks, Leathers, Ragosta, Vishnu

Motion carried 4 – 0

Motion to approve a change to the maximum range pay scale for Accounting Manager from \$85,000 to \$88,000 made by Robert Brooks, seconded by Vincent Ragosta

Ayes: Brooks, Leathers, Ragosta, Vishnu

Motion carried 4 – 0

Motion to approve a change to the maximum range pay scale for Human Resources Coordinator from \$75,000 to \$80,000 made by Robert Brooks, seconded by Vincent Ragosta

Ayes: Brooks, Leathers, Ragosta, Vishnu

Motion carried 4 – 0

Motion to delete the position of Confidential Assistant from the standard pay schedule made by Robert Brooks, seconded by Vincent Ragosta

Ayes: Brooks, Leathers, Ragosta, Vishnu

Motion carried 4 – 0

Motion to adjourn made by Matthew Leathers, seconded by Deepak Vishnu

Ayes: Brooks, Leathers, Ragosta, Vishnu

Motion carried 4 – 0

Submitted by:

Leigh A. Carney, CMC
Town Clerk

Approved:
(PENDING)