



**Personnel Board Meeting  
Pelham Senior Center  
March 4, 2020 – 6:00 p.m.**

**MINUTES**

Proper notice of the scheduled meeting of the Pelham Personnel Board was given in advance of such public meeting and the notice remained posted throughout the scheduled meeting.

**Date:** March 4, 2020  
**Time:** 6:00 p.m.  
**Place:** Pelham Senior Center  
**Present:** Board Member Don Green  
Board Member Martina Winston  
Board Member Jim Collins

Others Present: Tracy Hill, HR Director; Gretchen Difante, City Manager; Gary Waters, Mayor; and Department Heads.

CALL TO ORDER

Tracy Hill called the meeting to order at 6:00 p.m. and led the invocation.

RECORD OF ATTENDANCE

Tracy Hill asked Candy Porter, Payroll & Benefits Analyst, to call the roll and record attendance. It was noted that Board Member Green, Board Member Winston and Board Member Collins were all present.

APPROVAL OF MINUTES

The Board was asked to approve the minutes from the meeting held on February 20th. A motion was made by Board Member Winston to approve the minutes as presented. Board Member Collins seconded the motion and the members voted to approve the minutes as presented.

NEW BUSINESS

Tracy Hill introduced the position of Manager of Building Maintenance and asked Andre Bittas to discuss. Andre introduced himself and explained how this position would greatly assist in planning building maintenance and with upkeep of city facilities. The position would be tasked with developing strategy for building maintenance and/or repairs and ensuring contractors are insured, bonded, and offer warranties. This position would be tasked with overseeing repairs to facilities and will assist with work orders and contracts.

Tracy asked if anyone had any questions regarding the job description; and one question was presented regarding the day to day expectation of the position and how many employees are currently in this role. Andre responds indicating each facility has their own staff that takes care of maintenance now. This staff will actually be working with this manager to streamline repairs at all facilities. The maintenance manager would maintain contracts and ensure correct documentation is maintained. Members inquired

about who performs these tasks now and it was explained that this duty currently falls to the Department Heads. Andre explained that there is inconsistency in the way these tasks are currently performed and this position will remedy this issue.

Tracy asked if there were any additional questions or concerns with this job description and there were none. **A motion was made by Board Member Collins to approve the job description. The motion was seconded by Board Member Winston and a voice vote by members approved the job description as presented.**

Tracy explained that a compensation range for the position would also have to be approved. Tracy explained to members that she had contacted a third party (HRM Consulting) and inquired about the market for this type position. She explained that an existing pay range for Field Service Manager is appropriate for this position based on the feedback she received. Tracy asked if there were any questions and if there was a motion to approve the compensation range presented. Board Member Green asked if recruitment for this position would begin immediately and Tracy let him know that the position would be posted as soon as it is approved by this Board. Board Member Green asked if a current employee would be able to perform in this role and Tracy answered that any current employees who meet the qualifications for the job can apply once the position is posted. **Board Member Winston made a motion to approve the compensation range presented and the motion was seconded by Board Member Green. A voice vote by all members approved the compensation range presented for the Manager of Building Maintenance.**

Tracy presented the next job description as the Manager of Public Relations and Branding. She asked Gretchen to present this position. Gretchen stated that the position has already been approved and budgeted by the council. She explained the recommendation by HRM for this compensation range. She explained that the City needs some consistency with branding to maximize promotion of the City. She stated that the City's websites are inconsistent in their promotion of our facilities to the community. Gretchen asked if there were any questions regarding the job description. One suggestion was made by Board Member Winston to the job title as she felt that public relations seems very dated and would like to see it changed to Communications and Branding Manager. Tracy stated that the Board was welcome to suggest a new title. Board Member Winston asked if there was any expectation that the person in this role would be bilingual. Tracy explained that there was no expectation and that is not listed as a requirement for the position as we have several employees who are bilingual and currently function in that regard.

Board Member Green expressed his concern regarding this position as a media contact rather than the Department Heads. He felt that the Fire Chief and Police Chief should continue to be the media contacts for incidents within their departments. Gretchen explained that this position would not replace them, but would partner with them. **Board Member Winston made a motion to approve the job description with the amended title of Communication and Branding Manager and the motion received a second from Board Member Collins. A voice vote of approval was received from Board Members Winston and Collins and Board Member Green voted no.**

Tracy then presented the Board with the compensation recommendation from HRM which was similar to an existing pay range for Building Official. Board members were asked to approve the same range for the Communication & Branding Manager. Tracy asked if there were any questions and with none presented, **a motion was made by Board Member Collins to approve the presented compensation range which was seconded by Board Member Winston. Voice vote approved the motion with Board Member Green voting no.**

Tracy presented the next position to be discussed as the Director of Racquet Club. Board Member Green asked if the compensation range would be presented to the council for approval. Tracy

explained that it would through the budgeting process. Tracy reminded the Board that the job description had been approved by this Board previously and that the only component outstanding is the compensation/pay range. She also reminded Board members that market data doesn't exist for this role as a true comparison. It is common for this position to function as a tennis professional who teaches lessons and receives a significant portion of the salary from lesson fees. Tracy explained that this is one of those occasions where it is appropriate to slot a position with a pay range of equal internal equity. This one was slotted to the General Manager of Golf which is similarly situated focusing on the administrative work of the daily operation of the facility rather than functioning as a pro. Board Member Collins expressed his concern that the position was not a comparison to the General Manager as far as scope, revenue, membership and profit/loss. Board Member Green would like to see keep the pay range in line with what it is right now as Assistant Director and revisit in a year if revenue numbers increase to make it a true comparison and then adjust compensation. Tracy asked if we have this situation in the future, would he rather determine the compensation range based on profit and loss rather than slotting a pay range. Board Member Green answered no, that was just one variable that was reviewed for this position.

Board Member Winston asked if we filled this position, would that create a vacancy in another position. Tracy explained that we currently have an Assistant Director who is working as an Interim Director and that if the person currently filling the Interim Director role were selected to fill the new Director position, the Assistant Director position would not be filled and would remain vacant. Board Member Winston explained that she attended the personal board meeting when this was discussed and thinks that the job description is consistent with the role of the position. Board Member Winston stated that she feels the compensation range is fine. Board Member Green suggested that the Board may want to review the job description. Tracy reminded the Board that the job description had already been approved by this Board and the issue to be voted on tonight is the pay range.

Gretchen explained that there are different levels of Directors in public administration, local government is where core services exist and that by law we are required to provide Police, Fire and Public Works services. Board Member Winston thanked Gretchen for her explanation and stated that she would like all director positions and ranges be consistent, unless there are differences in the levels of responsibility in each of the positions. **Board Member Winston made a motion to approve the compensation range presented. Tracy asked for a second and without one she stated that this range will move to City Council for approval with no recommendation from this Board.**

Board Member Winston asked her to explain how the process works according to recommendations verses approval from the board to the council. Tracy explained that the board makes recommendations for approval but ultimately the council has the final authority for approval. Even if the board doesn't approve or does not make a recommendation of a job description or pay range, the council can still approve a job description or pay range. Recommendation by the Personnel Board is not required.

Mayor Waters asked if the Board would look at the remedying what he feels is a gender pay discrepancy. He pointed out that the fire chief, police chief, director park and rec, director of golf, are all male directors and are compensated the same but that a female director is being paid less. Board Member Winston explained that she was not demonstrating gender bias as she was not aware of the gender of the person in the position. She stated that she would not necessarily consider this gender bias, but a gender pay discrepancy and feels there is not only a pay discrepancy among the directors, but also an engagement situation. Board Member Collins stated that he disagreed, and he believes that the position should have a lower pay range than other directors was based not on gender, but the revenue and expenses.

Tracy explained the HRM recommendations from the 2018 audit of HR function. Tracy provided a copy of these recommendations to the board members and informed them that most of the priority

recommendations have been completed and that there are a few left in process. Board Member Green inquired about when these recommendations were submitted and who all was involved in receiving these recommendations. Tracy asked Gretchen to answer since the HRM recommendations were made prior to her employment. Gretchen informed the Board that representatives from HRM came to a personnel board meeting, council meeting and met with department leaders to present these recommendations.

Board Member Green recalled the discussion from the previous meeting where the recommendation was made that changes needed to be made to the Civil Service Act and asked for some examples. Examples were provided of vacation usage during first year, starting compensation, the current Act is written with public safety in mind and some items addressed do not apply in other areas. Also, there are areas of the current Act that were common practice twenty years ago that are not common today. Board Member Winston suggested that they review all of the recommendations and then decide on next steps to determine the best way to reach their goals. Board Member Collins suggested having Josh Arnold provide guidance on the changes he feels would most likely be approved in Montgomery.

Tracy asked if the Board had any questions on goals and objectives. With no questions presented she asked members if they would like to take all of the information provided to review and email her later with any questions and they agree that this is the best way to proceed. Tracy inquired if there was anything else they wanted to cover and all board members stated not at this time.

Mayor Waters asked if discussion had taken place as to who would be involved in a proposed change of the Civil Service Act. He reminded everyone that there were only three survivors from the last change and that only the Board, the council president, himself and the HR Director was involved. He would like to see department heads involved next time. Mayor Waters stated that he would like to see this Board act as a review panel of proposed changes and not be as involved in the details as previous boards, especially since this would be the first time to be reviewed and changes proposed since hiring a City Manager. He feels the City Manager will be a great resource and will take the lead with this review. The City Attorney will provide guidance regarding the degree to which the Personnel Board can be involved in changes made to the Act. Their role may be limited as the Act governs the Board. Board Member Winston stated that she appreciates the insight and agrees it's very important for the city employees to get this accomplished sooner rather than later.

Board Member Green stated that he would like to make a recommendation for the next couple of meetings that they receive suggestions of specific items that need to be reviewed or are problematic presented by Tracy. Tracy reminded members that HRM has already provided us with recommendations of areas that need to be reviewed.

#### ADJOURNMENT

With no additional business to come before the Board, the meeting was adjourned with a motion by Board Member Winston and second by Board Member Collins at 7:45 p.m.

Respectfully submitted,

---

Tracy Hill, Secretary  
Director of Human Resources