



**PERSONNEL BOARD  
Zoom Meeting Minutes  
October 29, 2021 12:00 PM**

**Meeting Minutes**

**Board Members:** Marcel LaFlamme, Chairman, Paul Moreau, Judith Murray, Joseph Rock

**Staff:** James Hagerty, Town Administrator, Kim Lucas, Human Resources Director, Jamie Vanderhoop, Human Resources Assistant

*Meeting commenced at 12:05 p.m.*

**Discussion:**

Marcel called the meeting to order.

Marcel stated the reasons he called the meeting to discuss payroll services:

- At the last FinCom meeting regarding job classification, there were questions asked by the Finance Committee that the Personnel Board did not readily have data available to answer.
- Kim has been tracking data manually on several separate spreadsheets
- Edgartown has grown beyond this system and it would be expedient to use a consistent service to track payroll taxes, vacation time, member insurance, etc. Utilizing a payroll management system, other data would be tracked and accessible with their service.
- He stated that the returns on utilizing an outside service for these functions would far outweigh the cost

Marcel stated he brought the matter before the board to decide on whether to move forward and bring before the Finance Committee

Judy stated that she was shocked that the town does not already use a payroll management service, as the cost difference would be minimal compared to the cost of a human input error on a spreadsheet.

Kim provided an estimate for the payroll service Harpers to the board.

Judy and Joseph both questioned if there was any downside to utilizing Harpers services; as the data reporting provided would alone be worth the cost.

Joe said as we move forward to combine treasurer and collector, we can manage functions better.



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James asked if the discussion was about the transition to outsource payroll to Harpers. He stated that Edgartown currently contracts with MUNIS at the cost of \$52k/year. James showed a list of functions that the town is able to do through MUNIS that included payroll and HR functions. He stated that Edgartown currently has the capacity through MUNIS. He said that Tisbury started using Harpers and stopped because too challenging.

Marcel questioned why these capabilities are not currently being utilized.

Kim discussed challenging functions with MUNIS.

- System is cumbersome
- Training is not sufficient even when purchased extra
- Customer service is horrible
- Data reports are additional fees
- System is limited and not updated regularly and requires HR to create dozens of spreadsheet to track necessary data

Kim stated several local town and agencies that currently utilize Harpers including MVYPS, Aquinnah, Oak Bluffs, Dennis and Falmouth. They have all reported that they are happy with the service from Harpers. The Edgartown Police will start utilizing Harpers on January 1.

James: MUNIS is more complicated. Harpers is HR/payroll. He states most towns do not have both Harpers and MUNIS.

Discussion by Judy and James about the difference between Harpers and MUNIS

- Harpers is payroll based
- MUNIS is more complicated

James stated he is hesitant to leave MUNIS and use Harpers. He stated buy-in from the Finance Department would be needed. He stated that buy-in does not currently exist.

Judy stated that Harper provides the reporting that is valuable.

Kim stated additional challenges with MUNIS:

- The town is using an outdated software version of MUNIS and will upgrade next year. An interim program was purchased by Kim through a grant to transition from old to new software version.
- She cannot access data when requests are received from individuals to buy back time towards retirement
- Data cannot be tracked prior to 2013



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James stated that Edgartown used ADP prior to MUNIS. The ADP software is outdated and it is challenging to retrieve data from that time.

James stated the need for more accountability from department heads when on-boarding employees to solidify process.

Kim agreed that MUNIS should be utilized better by the town but she states that with MUNIS, the town is still submitting paper which is outdated and very inefficient. The ability for error is high. The Treasurer and HR department work well to fix errors and make sure employees get paid. Additionally, the Town is still not putting sick and vacation accruals on paystubs which was mandated 15 years. MUNIS is not meeting the Town's needs.

James stated that the Town should get MUNIS to work for its needs.

Kim discussed some items that she needs to track that MUNIS does not:

- FMLA
- Promotions and compensation adjustments
- Conflict of Interest Training
- Benefit changes
- New hires
- Longevity, etc

Judy stated that it sounds like a lot of department heads are not on-board with utilizing MUNIS fully.

Joe Rock discussed his experience hearing employees in his department discuss the difficulty of using the MUNIS system.

There was discussion that training will need to be part of the conversation with the new MUNIS operating service.

James agreed that training would need to happen. He said most employees just use expense report, salaries and paying bills in the MUNIS system currently. The town could find out which employees are doing more advanced things with MUNIS and make sure they get the good training.

Marcel asked James "Will you not support Harpers?"

James responded that he would like to bring in Amy Tierney, Pam Amaral and Adam Darack to discuss.

Marcel asked James "Why would they be against?"



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James answered that it is because it is a “huge shift and part is that they don’t want to change.” He stated that primarily payroll is a Treasurer department, it is part Accounting also but mostly Treasurer.

Joe Rock said that he used to use ADP at his last job and it was easy. He could log on and see all his info so if the town continues to use MUNIS payroll, employees will need to be trained to log on to see their info.

James stated that if everyone wants to go to Harpers, he supports it. It needs 100% buy-in.

James stated he would like to bring everyone in at once and ask “how are we going to solve this?”

Paul and Judy requested more information on Harpers and MUNIS to read before next meeting.

Judy stated that this meeting had a lot of discussion about payroll but not about compliance.

Kim stated that with MUNIS she needs to buy the pre-printed stock. She stuffs envelopes, gets help from others to stuff envelopes and manually imports retirees that were never in MUNIS. Any reporting on retirees is done manually.

Marcel asked if the meeting could be brought to a close and if people should be invited to the next Personnel Board meeting on Nov. 12.

Joe state that the Nov. 12 meeting already has a big agenda.

Kim stated her opinion that the meeting with the finance team should be separate from the Nov. 12 meeting.

There was then discussion of the best meeting times. It was decided that Jamie, HR Assistant would send out a meeting doodle to try to find a time that works for all.

Paul requested notes on Harpers vs MUNIS prior to next meeting.

Kim stated that Paul’s request would be difficult because “no one knows what MUNIS can do” hence why training is necessary. She re-stated that the info she currently gets from MUNIS, the data is wrong. Some is input error but some is customization and that costs money. The town is currently on version 2013- MUNIS is on version 22. Effective next year they stop supporting version 13.



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Joe stated that MUNIS overestimates town employee abilities. He has three employees in his department with MUNIS access and they each can only do different things on the system. He said Wastewater had to have IT and Doug help them and the system is cumbersome. Marcel stated that the Personnel Board will keep learning more about this matter.

**Motion:** To adjourn meeting at 1:20 p.m. Moved by Joe Rock Second by Judy. **Vote Unanimous.**