

**Norwood Personnel Board
Regular Meeting Minutes
July 15, 2009**

The regular meeting of the Norwood Personnel Board was called to order at 7:20 PM on July 15, 2009 in the Drummey Room of Town Hall by David Hajjar, Chairman.

Present:

David Hajjar, Chairman
Patterson (Pat) Riley
Willard (Will) Krasnow

Other Attendees:

Michelle Pizzi, HR Director

1. 06/17/09 Meeting Minutes

Members reviewed the submitted meeting notes from the regular meeting held on June 17, 2009. There were several corrections made: (1) Under item #3 – page 2, there were only 2 appeals submitted. The 3rd was a verbal discussion after it was learned that John Carroll was probably going to file an appeal; (2) In each of the appeal discussions use the words “the submitted resume” and “the individual” as replacements for “their resume” and the “employee”; and, (3) the numbering scheme from 1 thru 9 needed to be corrected to 1 thru 10.

On a motion by Pat Riley and seconded by Will Krasnow, the Board unanimously voted to accept the 06/17/09 meeting notes as corrected.

2. PB Self Initiated Reclass of Position Descriptions

Chief Bartley King was present at the beginning of the meeting to drop off his marked up copy of the Civilian Police Dispatcher position description for Board consideration.

The Board went through the submitted position description and needs clarification from Chief King on a couple of issues:

- Page 2 was missing. Chairman Hajjar will speak with Chief King to see if this page has any proposed changes; and,
- Within his proposed changes was wording indicating the Dispatchers may have physical contact with prisoners. The Board will review other comparable Town position descriptions to see if this is common.

On a motion by Pat Riley and seconded by Will Krasnow, the Board tentatively approved the updated position description pending additional changes from Chief King (page 2) and the issue of physical contact to be resolved by Chairman Hajjar.

3. Rerate of the Civilian Police Dispatcher Position Description

Per the PB's previous decision, the rerating of the CPD PD was tentatively completed with a new point score of 248 – PS-4. However, there is one issue that the Chairman was asked to look at and that is the interactions with prisoners. There will be 2 reviews: (1) a discussion with Chief King, and, (2) A more in-depth review of comparable town resumes to see if the ToN is doing

something out of standard. If true, members are concerned about training and safety and would discuss with Chief King before final adoption.

On a motion by Pat Riley and seconded by Will Krasnow, the Board tentatively approved the new score of 248 and new rating of PS-4 pending additional changes after further review by the Chairman. If there are to be changes, the Chairman will bring the issue(s) back to the full PB.

4. Hiring Starting Salary Appeals/Requests

It has been determined that there is not enough salary money in the budget for 2 of the 3 positions recently rated by the Board based on the agreed upon starting salary Step. There will have to be a submission to the fall Special Town Meeting to resolve. Chairman Hajjar will have Michelle co-sign the approved starting salary letter to the BOS, FinCom, and Town Accountant. A secondary salary issue has come up regarding Al Goetz. The Town is now aware of him receiving a pension from a previous public position he held in the Town of Randolph. There is a Mass law that states a person on a public pension may not work over XXX hours per year in another public position while receiving a public pension. Michelle needs to propose a resolution to all involved.

5. Policy Updates

Chairman Hajjar and Michelle worked out the footing that will be applied to each Policy to ensure pertinent information is indicated. Each policy will have:

Policy Name	Public Hearing Date	Page Number Last Update Date
No work was done on policy development.		

6. Vehicle Stipend Payment Chart [associated with the VUP (#P-405)]

Member Pat Riley submitted an e-mail notification which indicated that stipends at the MWRA are paid at the rate of \$700 per month or \$8,400 per year no matter how many business miles the employee drives. The remainder of the MWRA employees are paid at the IRS mileage rate.

The Board will further discuss at the next meeting.

7. Benefits Value Chart

Michelle has the Medical and Dental costs for input into the Benefit Value Chart being worked on by the Board. Michelle and David will get together over the next couple of weeks to try and finalize values by Grade for the Town's low value (year 1 cost) and a high value (year 30 cost) for each benefit, based on what an employee is eligible.

From last meeting - There was a discussion of how many Funeral/Bereavement Days an employee is eligible for. The Employee Handbook does not say per instance, but Michelle indicated it should. The Employee Handbook indicates 3 days for certain relatives and 5 days for certain other relatives. This needs clarification from a policy and administrative perspective.

8. Org Chart Updates

No action taken this past month.

9. 09 Goals and Objectives

Chairman Hajjar submitted the 2009/2010 goals and objectives letter to the BOS Chairman and the FinCom Chairman. A meeting with the FinCom is being scheduled.

10. Next Meeting

The next regular meeting of the Personnel Board is scheduled for Wednesday, August 19th at 7 PM in Town Hall.

Agenda Items

- Scheduled to review the Computer Assistant position description
- Continue work on the Vacation Policy (public hearing held)
- Update of existing FMLA Policy – need Michelle to lead this
- Develop schedule of other position descriptions to review
- Temporary/Seasonal Employment [under development]
- Americans with Disabilities Act Policy [under development]
- Professional Conduct Policy [under development]
- Workplace Violence Policy [under development]
- Employee Performance Awards Program [under development]
- Part-time Worker Policy [to be started]

On a motion by Pat Riley and seconded by Will Krasnow the PB voted to adjourn at 10:10 PM.

Next meetings:

Wednesday, August 19, 2009	6:30 PM – Dinner [Pat Riley] 7:00 PM – Meeting
Wednesday, September 16, 2009	6:30 PM – Dinner [David Hajjar] 7:00 PM – Meeting