

**Norwood Personnel Board
Regular Meeting Minutes
September 16, 2009**

The regular meeting of the Norwood Personnel Board was called to order at 7:20 PM on September 16, 2009 in the FinCom Room of Town Hall by David Hajjar, Chairman.

Present:

David Hajjar, Chairman
Anne Haley, Vice-chair
Patterson (Pat) Riley
John (Jack) Taylor
Willard (Will) Krasnow

Other Attendees:

Michelle Pizzi, HR Director

1. 08/19/09 Meeting Minutes

Members reviewed the submitted notes from the regular meeting held on Wednesday, August 19, 2009. There were several corrections to be made:

- Jack Taylor was present at the meeting.
- Item #2 should be labeled "Board Periodic Position Description Reviews"
- Item 2a – delete reference "...w/union representative, if requested)..."
- The last paragraph, last sentence is changed to read "...her salary if the rating was downgraded."
- Item #3 should be labeled "Civilian Police Dispatcher Position Description Review"
- The last part of the 1st sentence should be changed to read "...issues from the vote the PB completed during last month's meeting. The vote was contingent upon the following:"
- Delete the last paragraph under item #3, as we determined it is up to the employee to invite the union, not the PB.

On a motion by Anne Haley and seconded by Pat Riley, the Board unanimously voted to accept the 08/19/09 meeting notes as corrected.

2. PB Periodic Position Descriptions Reviews

- a. The PB reviewed a draft written process for updating Section 8 of the PB Policies and Procedures document.
 - i. The PB agreed that there are 2 types of processes for position description reviews. One is when the PB completes Periodic Position Description Reviews as a normal course of business and in compliance with the Town By-law. The 2nd is when an Appointing Authority or Department Head wants to submit a revised position description for review.
 - ii. The PB Policies and Procedures document, Section 8, will be the process for Appointing Authority and/or Department Head submissions and new Section 9 will be for Board Periodic Position Description Reviews. An updated draft document will be submitted by Chairman Hajjar for member review and comments.

- b. Civilian Police Dispatcher Position Description review - Chairman Hajjar met with Chief King on Monday, September 14th for over an hour reviewing the outstanding issues from the PB's July meeting:
 - i. Page 2 was missing. Chief King provided the letter and attachment received from the PB in June and page 2 of the position description was missing. Chairman Hajjar provided him a copy of page 2 and asked for written comments at his convenience. Page 2 dealt mainly with qualifications of the position.
 - ii. Ramanda provided 15 Civilian Police Dispatcher Position Descriptions from area Towns for comparison purposes. Only one [Franklin] had wording regarding actual physical contact with a prisoner and that was for females only. In addition, it was limited to an initial pat down, not while a female prisoner was in the holding cell.
 - iii. Chief King indicated that the word "physical" in his context was limited to the dispatcher physically entering the holding area, walking by each cell, and checking to see nothing abnormal was taking place. It did not involve the dispatcher entering the cell and physically touching the prisoner. However, the dispatchers have been trained to deal with emergencies like if a prisoner was hanging themselves, although there is no requirement the dispatcher enter the cell, which could put them in danger.
 - iv. Once Chief King provides comments to page 2, Chairman Hajjar will submit an updated Position description for the PB. As it stands now the July rating vote of the PB stands as PS4.

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

- a. The PB reviewed the next draft of the one-page chart and wording. Michelle asked that the first sentence, which implied the HR Department was responsible for monitoring/maintaining the cost of vehicle use, be deleted. The PB agreed and deleted.
- b. The PB received and reviewed different documentation obtained from the Town Treasurer and Town Account on existing stipends.
- c. The PB also discussed whether the chart itself should be replaced with a statement that ties projected business miles driven to the IRS rate at the time of agreement. This will eliminate the need to update the chart every time the IRS rate changes.
- d. Michelle and other members also thought we should be doing away with stipends all together and require individuals to submit expense reports that will reimburse them at the IRS rate for business miles driven. Michelle will obtain comparable Town data to assist the PB in determining the next steps.
- e. The PB is also concerned that current Town Policy states an individual may not receive both a stipend and IRS mileage reimbursement. However, some in Town are indicating stipends are reimbursement for "in-town" business miles, while the IRS rate reimbursement is for "out-of-town" business miles. This needs to be discussed with the Board of Selectmen and Finance Commission.
- f. Chairman Hajjar and Anne Haley will take up the stipend issue with the Finance Commission.
- g. PB needs to reword VUP wording in Section 4.3.b when next updated.

4. Benefits Value Chart

- a. Town Accountant, Bob Thornton, provided an e-mail that explained the Town share of the Retirement benefit. The average cost is \$3,486 per employee, which is in the chart.
- b. The PB reviewed the Explanation Sheet, which identifies how the Town share was obtained and developed. There still needs more work, as some bargained-for positions have different benefits. Michelle will provide the one-page chart of benefits by contract.
- c. The Benefit Values chart needs to be refined once Michelle provides the contract benefits sheet. This needs to be done before 9/29, which is the PB-FinCom meeting.
- d. A draft letter to the Board of Selectmen and Finance Commission was reviewed and will be updated once the value chart is finalized. Michelle is investigating some averages across the state.

5. Policy Development

- a. *Hiring Policy* [#P-101] – Michelle indicated to the PB that new section 4.5 needs to be added to include language related to accommodations and access to ensure compliance with existing laws and to be consistent with wording in the proposed ADA Policy and the updated FMLA policy. Will and Pat to provide draft language. The required public hearing may be scheduled next month depending on when draft wording is provided.
- b. *Employee Performance Recognition Policy* [#P-501] – The Board of Selectmen sent the PB a letter indicating their support of the draft policy and would like to see us continue the development. A public hearing will be scheduled next month. Chairman Hajjar will send out a letter and draft policy as required. The Finance Commission's concern in the past has been related to implementation, not the program. This will also be reviewed at the PB-FinCom meeting.
- c. *Vacation Policy* [#P-302] – The next draft was sent out to all Appointing Authorities and Department Heads asking for feedback. A meeting between Chairman Hajjar, Chairman Plasko and the Department Heads to be scheduled by John Carroll after he meets with his team on 9/17/09. A 2nd public hearing is to be scheduled by the PB.
- d. *FMLA Policy* [#P-301] – Michelle has provided an updated FMLA Policy for the PB to consider. She has forwarded the draft to Town Counsel (MHTL) for review and feedback. Chairman Hajjar will also put this into the adopted PB policy format. The required public hearing will be scheduled next month. Chairman Hajjar will send out a letter and updated policy as required.
- e. *ADA Policy* [#P-303] – Michelle provided a draft policy for the PB to review. There is also the required ADA Grievance Procedure document that was adopted on October 27, 1992 by the Board of Selectmen that needs to be reviewed. A copy was provided to each PB member. Should this remain as a separate document or be updated and incorporated into an adopted ADA Policy? This policy also needs to be reviewed by Town Counsel.

6. Org Chart Updates

Chairman Hajjar sent out a letter and current org charts to each Appointing Authority and Department Head for review and updating. A copy of the letter was provided to each PB member. The updated org charts are to reflect current force alignment based of FY10 budget.

7. Misc. Items

- a. The contract status sheet did not print out completely. A new one is to be issued. No Union contact information to be include in document to be provided to the Finance Commission. Next time they should ask the Board of Selectmen or John Carroll directly.
- b. FinCom meeting for David and Anne to attend is tentatively scheduled for Tuesday, September 29th. Chairman Hajjar sent an e-mail with a proposed agenda to Chairman Howard and Bob Thornton. A copy was provided to each PB member.
- c. A copy of the latest Document/Forms Index associated with personnel polices was provided to each PB member.
- d. Chairman Hajjar wants to review possible regional dispatch plan with the PB next month.
- e. Chairman Hajjar wants to review the existing Library point factor system to consider consolidating into current General Government rating plan, since both used the same consultant.

8. Next Meeting

The next regular meeting of the Personnel Board is scheduled for Wednesday, October 21st at 7 PM in Town Hall.

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

Next meetings:

Wednesday, October 21, 2009	6:30 PM – Dinner [Jack Taylor] 7:00 PM – Meeting
Wednesday, November 18, 2009	6:30 PM – Dinner [Will Krasnow] 7:00 PM – Meeting