

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

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on December 16, 2009 in the FinCom Room of Town Hall by David Hajjar, Chairman.

Present:

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

Other Attendees:

Michelle Pizzi, HR Director

1. 11/18/09 Meeting Minutes

Members reviewed the submitted draft minutes from the regular meeting held on Wednesday, November 18, 2009. The following corrections were made:

- A. #2 – 1st paragraph – change “MMA” to “**SHRM**”
- B. #6 – 1st paragraph - delete MMA “...with sister MMA Towns to...”
- C. #7.B.i – change “to” to “too”
- D. #7B.ii – in the last line change “our” to “this” – “...recognized under ~~our~~ **this** policy.”
- E. #7C – 2nd paragraph, last line – change to read “...contract **compares** with the **proposed** Town **policy** addresses.”. Change the comma at the end of the last sentence to a period.

On a motion by Jack Taylor and seconded by Anne Haley, the Personnel Board unanimously voted to accept the 11/18/09 meeting minutes as corrected.

2. Benefits Value

No information received from SHRM. Ramanda to check and get back to David with an update.

3. Position Description Evaluation Hearing

A. Civilian Police Dispatcher

Chairman Hajjar and Vice-chair Haley both spent time during a work shift observing Civilian Police Dispatchers Joseph Sampson and Dan Leavitt on Tuesday, December 8th. Each gave a short overview of their observations.

Ramanda Morgan provided a copy of the updated comparable Town data (salary, PT hours, FTEs) and David will update the master sheet

The PB discussed observing the Civilian Fire Dispatcher position, similar to what was done for the Police Dispatchers, to ensure a good understanding of the differences between both positions. This will also help with other recommendations the PB may want to submit to the Board of Selectmen regarding the CPD position. The PB agreed with the strategy and will hold off one more month. Chairman Hajjar will send a letter to Chief Howard.

B. Computer Assistant

Mark Redlich has a couple more suggestion for this position description, but has been out sick. Michelle to follow up with Mark and/or Ramanda. Mark expressed concern with Michelle and John Carroll about isolating a review on this one N11 position. This is in for PB discussion next.

C. Schedule of Reviews

The PB discussed a process to complete a position description review of all N11s, which there are 3 – Exec. Asst. to the GM, Computer Asst., and Public Health Nurse. The M11s are on the same pay scale with the difference being supervision. M11s have reporting personnel to supervise and there are 8 of them.

Michelle suggested that we take a look at 5 random position descriptions and rate them as is. This will help us determine if we need outside assistance in reviewing all position descriptions. This Board has consistently rated position descriptions lower than their current grade, which was completed by an outside consultant. The PB agreed to have another meeting to review 5 positions and see what happens. Michelle and David to coordinate a date.

4. Policy Development

A. Policy #P-301 - FMLA Policy (updated)

- i. The PB reviewed the comments received from MHTL, Kevin Bresnahan, and approved for incorporation into the updated policy.
- ii. Will asked that we ask Kevin to check on the 26 weeks for Service Member FMLA. He disagrees with any reduction from using other FMLA leaves.
- iii. Anne Haley asked that we have Service Member described in Section 5.9 like the others for consistency purposes.

The PB will wait until further feedback from MHTL before adopting.

B. Policy #P-303 – Americans with Disabilities Act Policy

The PB is waiting to hear back from MHTL, Kathy Murphy, regarding further updates to both the policy and the BOS grievance document

C. Policy #P-501 – Employee Recognition Policy

The PB reviewed John Carroll's written and verbal comments from his meeting with Chairman Hajjar. The PB agrees a policy that recognizes smaller types of accomplishments is needed, but for now it was more important to try and obtain savings through innovative thinking and then rewarding employees for their efforts.

There were 5 additional changes discussed for the drafted policy:

- i. Section 3.1 – delete the entire paragraph and replace with "Please consult the Personnel Definitions Document (#D-100) regarding terms utilized throughout this policy."

- ii. Change the 2nd sentence in Section 4.5 to read “If there is no ***budgeted*** money, ***then*** there can be no monetary recommendation ~~from the Personnel Board~~ to ***or approved by*** the Board of Selectmen regarding monetary awards,
- iii. Inserted new Section 4.6 to identify who is responsible for budget request, namely the Board of Selectmen.
- iv. In Section 6.2 add “...***or upon request.***” at the end of the sentence.
- v. To make the comp time award more equitable with the max \$1K award, the PB wanted to increase the amount of possible time off from 1 comp day to 2 comp days. This would have to be changed in Sections 4.9, 5.2.c.ii, and the flow chart.

On a motion by Jack Taylor and seconded by Anne Haley, the PB unanimously approved the new Employee Performance Recognition Policy including the above 5 indicated changes.

D. Policy #P-302 – Vacation Policy

No new updates. Michelle and Chairman Hajjar will be working on a matrix to help identify each Union contract vacation issues and then compare to the Proposed Town policy.

E. Policy #P-103 – Temporary/Seasonal Employment Policy

PB members need to go thru the draft and come back with comments. Michelle is waiting for a report from the Computer Department regarding existing PT and Seasonal employees on the payroll.

5. Ethics

- A. Michelle provided a summary document of the updated Conflict of Interest Law for Municipal Employees. Due to the positions the PB hold, we are considered employees of the Town and as such are governed by MA GL c268A.
- B. Each PB member should read the summary and must submit a signed “Acknowledgement of Receipt” to Michelle by December 23rd.
- C. Specific on-line training must also be completed by each member. Michelle will identify this training after the 1st of the year.

6. Salary Schedules

Michelle provided each PB member with a packet of information regarding new salary schedules reflecting FY10 data, which will help with PB comparable data analysis.

7. Legal Council Advisories

Michelle Pizzi handed out copies of 2 advisories from MHTL:

A. New Data Security Law

This is a new law titled “Massachusetts Data Breach Notification Law”, which may require the PB to update the Town’s Communication and Technology Policy. Offices and businesses covered by this new law are required to create a “Written Information Security Program (WISP) by March 1, 2010.

B. New Changes to the Open Meeting Law

There are changes that go into effect July 1, 2010 that deal with updated definitions for "Deliberation", "Meeting", "Minutes", as well as further amending what constitutes "notice", "preliminary Screening", "executive session", and new enforcement powers of the Open Government Division of the Office of the Attorney General, which replaces the District Attorney responsibility/authority.

8. Meeting with Westwood Personnel Board

Michelle is still trying to coordinate a meeting with the Westwood Personnel Board. This will be delayed until after the first of the year.

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

Next meetings:

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| Wednesday, January 20, 2010 | 6:30 PM – Dinner [Pat Riley] 7:00 PM – Meeting |
| Wednesday, February 17, 2010 | 6:30 PM – Dinner [David Hajjar] 7:00 PM – Meeting |