

**Norwood Personnel Board
Regular Meeting Minutes
April 21, 2010**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:10 PM on Wednesday, April 21, 2010 in the Retirement Board Conference Room on the 3rd floor of Town Hall by David Hajjar, Chairman.

Present:

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

Other Attendees:

Michelle Pizzi, HR Director
Pat Pardi, Benefits Coordinator

1. Meeting Minutes

The minutes for the March 17th meeting were reviewed and one change was made:

- Section 2.B – change the word “exercise” to “review”.

On a motion by Patterson Riley and seconded by Jack Taylor, the March 17, 2010 meeting minutes was unanimously approved as corrected.

2. Classification Request Hearing (7:25 PM)

Michelle Pizzi and Pat Pardi were present to go over a received classification request for the current Benefits Coordinator position description – currently rated C7. Chairman Hajjar followed the outlined hearing process contained within the operating policies and procedures.

Pat Pardi was given time to present her case concerning the increased job duties and responsibilities that have occurred since her position was originally rated in 2004. Michelle Pizzi also contributed to the discussion and all PB members asked clarifying questions.

The hearing was closed at 8:25 PM.

Board members wanted to rate the position since the information was readily available and thus could provide information to the Finance Commission. Michelle Pizzi requested and the PB concurred that she step outside while the rating review took place by the Personal Board. Michelle is Pat’s supervisor and it would be a conflict of interest for her to participate.

Board members rated each factor using the current rating manual and agreed upon a final score of 368.5 points equating to a grade of N9. On a motion by Patterson Riley and seconded by Anne Haley, the Personnel Board voted unanimously to approve the rating of N9 with a title of Municipal Benefits Administrator. This position will be labeled/defined “Confidential Position” due to regular/consistent access to employee personnel records, grievance records, bargaining notes and strategy.

3. Policy Development

There was no work on any policies under development by the PB

4. Position Description Evaluations

There was no action taken on the 2 outstanding random position descriptions to be rated after selected by Michelle Pizzi.

5. Classification Plan

PB discussed the upcoming scheduled meeting with both the Board of Selectmen and Finance Commission about hiring a temporary part-time employee to assist with updating the classification plan. A draft presentation was reviewed.

6. Library Point Factor System

There was no action taken by the PB on this issue.

7. Benefits Value Charts

There was no action taken by the PB on this issue.

8. Training

Michelle provided all members with information for upcoming Open Meeting Law training that will be conducted by Town Counsel – MHTL.

Chairman Hajjar is working with Finance Commission Chairman, Alan Slater, to coordinate a meeting with 2 Board of Selectmen members, 2 Finance Commission members and 2 PB members.

On a motion by Willard Krasnow and seconded by Patterson Riley the PB unanimously voted to adjourn at 10:15 PM.

Next meetings:

Wednesday, May 19, 2010

6:30 PM – Dinner [Pat Riley]

7:00 PM – Meeting

Wednesday, June 16, 2010

6:30 PM – Dinner [David Hajjar]

7:00 PM – Meeting