

**Norwood Personnel Board
Regular Meeting Minutes
May 27, 2010**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:10 PM on Thursday, May 27, 2010 in the Human Resources Office of Town Hall by David Hajjar, Chairman.

Present:

David Hajjar, Chairman
Patterson (Pat) Riley
John (Jack) Taylor

Other Attendees:

Michelle Pizzi, HR Director

Absent:

Anne Haley, Vice-chair
Willard (Will) Krasnow

1. Election of Positions

The first order of business was to elect a Chairman and Vice-chair of the board for the year May 2010 thru April 2011.

A. Chairman

On a motion by Pat Riley and seconded by Jack Taylor, David Hajjar was unanimously elected as Chairman.

B. Vice-chair

On a motion by Jack Taylor and seconded by Pat Riley, Anne Haley was unanimously elected as Vice-chair.

2. Town Counsel Legal Opinion

As previously indicated, Chairman Hajjar had a meeting with Town Counsel, Mike Lehane of MHTL on April 15th to review the issue of Personnel Board classification ratings and its impact on collective bargaining. A letter from attorney Lehane dated April 27, 2010 was received, distributed, reviewed, and is attached for everyone's record.

3. Goals and Objectives for 2010

A. Work with a consultant in updating all Position Descriptions.

B. Policy Prioritization

- i. Temporary/Seasonal Employment Policy (#P-103) – NEW
- ii. Vehicle Use Policy (#P-405) [stipend issue] – UPDATE
- iii. Vacation Policy (#P-302) – NEW
- iv. Professional Conduct Policy (#P-406) – NEW
- v. Workplace Violence Prevention Policy (#P-407) – NEW
- vi. FMLA Policy (#P-301) – UPDATE
- vii. Military Leave Policy (#P-305) – NEW
- viii. Workplace Tobacco Prevention Policy (#P-410) – NEW
- ix. Personnel Records Policy (#P-402) – UPDATE

- x. Injury Leave of Absence Policy (#P-306) – NEW
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Other policies to be prioritized at a later date:

Sick Leave Policy (#P-304) – NEW

Worker's Comp and Safety Policy (#P-408) – NEW

Employee Goals and Objectives (#P-409) – NEW

Employee Recognition Policy (#P-502) – NEW

- C. More frequent and improve communication with the Board of Selectmen.
- D. Review last 2 random position descriptions selected earlier by Michelle Pizzi. This will complete our rating reviews in preparation of a full rating review initiate of all position descriptions.
- E. Update Town Org Charts based on FY2011 budget.
- F. Work with SHRM Consultant to complete an update to the benefits value chart.

4. Result of new hire for the Recreation Department

On April 30, 2010 Chairman Hajjar sent Michelle Pizzi an e-mail outlining his point of view and the 5 issues with hiring at Step 6. His recommendation was Step 5. After subsequent review by Michelle and John Carroll (Appointing Authority) they approved at Step 6. A copy of the e-mail and spreadsheet are attached for everyone's record.

5. PB Appointment

Member Pat Riley was reappointed by the BOS Chair-FinCom Chair-Town Moderator to serve a full 3-year term beginning May 1, 2010.

6. Scheduled Meeting with the Westwood Personnel Board

The meeting has been scheduled for Wednesday, June 9th at 6:30 PM in the Olde Colonial Café. Michelle will confirm this scheduled meeting with the Westwood HR Director.

On a motion by Jack Taylor and seconded by Pat Riley the PB unanimously voted to adjourn at 8:30 PM.

Next meetings:

Wednesday, June 16, 2010	6:30 PM – Dinner [David Hajjar] 7:00 PM - Meeting
Wednesday, July 21, 2010	6:30 PM – Dinner [Jack Taylor] 7:00 PM – Meeting