

**Norwood Personnel Board
Regular Meeting Minutes
November 17, 2010**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, October 27, 2010 in the Ryan Conference Room 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)
Susan Woodall, COA Program Coordinator
Dorothy Vitalle, COA Director
Anthony (Tony) Mastrandrea, COA Chairman

Absent:

None

1. Meeting Minutes

A. October 27, 2010

Section 4.C.i – change the word “gather” to “gathering” in the first line. (Anne Haley)

On a motion by Anne Haley and seconded by Pat Riley, the October 27, 2010 meeting minutes were unanimously approved as corrected.

2. 7:15 PM Reclassification Appeal Hearing – COA Program Coordinator

- A. Chairman Hajjar outlined the hearing process and indicated the PB wants to have a dialogue about the indicated changes submitted as part of the Reclassification Appeal documentation. The Chairman also indicated that changes would have to be primarily different than that of the current position description and an increase of volume of work, whether the same or similar to current duties and responsibilities, alone is not a reason for the PB to consider a reclassification appeal.
- B. Susan Woodall went thru her list of duties she was performing that was above what her current Position Description indicates. Some used to be completed by previous Supervisors and or volunteers. Prior to 2003 reclassification of current position description, Susan was under the Executive Assistant PD. Susan believes her current PD does not reflect her current duties and responsibilities.
- C. Dorothy Vitalle indicated that Susan is a great worker. She had previously agreed with the HR Director that the duties indicated by Susan still fall under clerical functions performed by under the Program Coordinator PD. Dorothy supports Susan’s effort.
- D. Tony Mastrandrea was unaware of this reclassification request until he received a letter from the Personnel Board. He could not say whether reclassification appeal should be supported, but indicated Susan does a great job. By the end of the hearing Tony was now interested in reviewing the reclassification appeal.

