

**Norwood Personnel Board
Regular Meeting Minutes
February 16, 2011**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:20 PM on Wednesday, February 16, 2011 in the FinCom Conference Room by David Hajjar, Chairman.

Present:

David Hajjar, Chairman
Willard (Will) Krasnow
Paterson (Pat) Riley
John (Jack) Taylor

Other Attendees:

Michelle Pizzi, HR Director
John Carroll, General Manager
Sigalle Reiss, Health Director
Joan M. Jacobs, BOH Chair
Charlotte Canelli, Library Director

Absent:

Anne Haley, Vice-chair

1. Meeting Minutes

January 19, 2010

There were 2 noted corrections to the submitted draft meeting minutes:

- Section 2.C – third sentence to read “New duties ~~regarding pension, payroll, etc.~~, along with different administrative functions, ...”
- Section 3.D – first line – delete name of Fire Fighter.

On a motion by Will Krasnow and seconded by Pat Riley, the January 19, 2011 meeting minutes were unanimously approved as corrected.

2. 7:20 PM Public Hearing – Vehicle Use Policy #405

- A. Chairman Hajjar opened the advertized and scheduled hearing at 7:20 PM in the Finance Commission Conference Room. The PB was holding the public hearing to obtain feedback on 2 proposed issues:
- i. Policy changes to the law governing the use of mobile devises and texting, while driving; and,
 - ii. Policy changes that would end vehicle stipends, but grandfather those employees that have them today.
- B. Michelle Pizzi provided copies of a submitted letter from John Carroll, which chairman Hajjar accepted into the record. John asked that he be allowed to read the letter and he was. Mr. Carroll’s issues, along with Joan Jacobs and Sigalle Reiss, centered on a few issues:
- i. Current stipends are not an issue from an administration or employee perspective
 - ii. Going to a voucher process, requiring employees to keep track of the daily business miles will be time consuming and productivity affecting;
 - iii. Most Sanitarian positions they contacted use stipends; and,
 - iv. This would be a recruitment issue.

- C. The PB made it know that the issue was not be driven by finances – this was a by-product, which many PB policies have an effect on. There are 3 issues regarding vehicle stipends the PB was trying to resolve with respect to “fairness in the treatment of employees”:
 - i. There is no standard in determining what amount a vehicle stipend should be;
 - ii. There is no validation each year that the stipend paid correlates to the actual business miles driven; and,
 - iii. Some employees are taking both a vehicle stipend and being reimbursed for out of Town mileage, which is against Town policy. The PB read from a chart that translated the vehicle stipend amounts to the daily business that would have to have been driven to equal the stipend amount.
- D. The PB recognized that 2 of the vehicle stipends were for bargained-for positions that were negotiated into the contract with the Town and have to be negotiated or impact bargained.

There being no additional comments from the public, Chairman Hajjar closed the hearing at 8:07 PM.

3. 8:10 PM – Hearing on Library/General Government Classification Consolidation

- A. Chairman Hajjar opened the hearing to discuss the technical change being proposed that would officially combine the Library Classification Plan and the General Government Classification Plan. Both plans were separately completed by the same consultant, Human Resources Services, Inc. Both plans use the same rating factors and manuals. The only difference is that the General Government plan has 8 steps and the Library Plan has 6 steps.
- B. Chairman Hajjar had conversations with Charlotte Canelli and met with the Library Trustees at their regular monthly meeting on Tuesday, January 18th. Issues reviewed at this meeting:
 - i. No added or deleted steps
 - ii. Does not change rating process – still under the responsibility of the PB
 - iii. Trustees would like grade letter changed from “G” to “L”.
 - iv. Trustees did not oppose this merger.
- C. Charlotte was present to indicate her understanding of the 1/18 meeting and to thank the PB and HR Department, especially Michelle, for the support and assistance.

On a motion by Pat Riley and seconded by Jack Taylor, the PB voted unanimously to approve the change of grade used to reference the Library positions from ‘G’ to ‘L’.

On a motion by Jack Taylor and seconded by Pat Riley, the PB voted unanimously to approve the change of grade used to reference the Library Custodian positions from ‘C’ to ‘LC’.

On a motion by Jack Taylor and seconded by Will Krasnow, the PB voted unanimously to approve the consolidation of classification plans with the understanding that there are no changes in steps, unless bargained for.

Chairman Hajjar will send out the appropriate letter to the Board of Selectmen, Library Trustees, and the Finance Commission.

4. Payroll Supervisor Reclassification Appeal

The Personnel Board wants to conduct a position observation to learn more about the existing Payroll Supervisor position, before moving forward on the submitted Reclassification Appeal.

Chairman Hajjar will make contact with Bob Maguire to schedule the observations. Anne Haley and Chairman Hajjar will conduct the observations.

5. Policy Development

- A. #P-405 Vehicle Use Policy (update) – the general consensus of the PB is not to change the VUP regarding the use of vehicle stipends. However, the PB is concerned with the fairness issues, as noted in 2C above.

The PB asked Chairman Hajjar to see if the Finance Commission would be amenable to requiring Department Heads to submit documentation, as part of the annual budget process, that validate the business miles driven. And to reiterate to the both the Board of Selectmen and Finance Commission that the payment for out of town motor vehicle expenses to employees receiving a vehicle stipend is against Town policy.

The PB delayed a final vote until responses are received. There are other VUP changes that need to be adopted to be in compliance with state law.

- B. #P-402 Personnel Records Policy (update) – Michelle has worked with Keven Bresnahan on an updated policy document to reflect changes in the law. Chairman Hajjar to send out draft for a review and public hearing next month.
- C. #P-103 CORI Policy (update) – Town Counsel is still working on an updated policy to include recent changes in the law, as well as to include the School Department. Chairman Hajjar spoke with School Superintendent Jim Hayden about next steps.
- D. #P-103 Seasonal/Temporary Employment (new) – Anne Haley continues to work with Michelle and Ramanda to develop a Rate Sheet.
- E. #P-406 Professional Conduct Policy (new) – Chairman Hajjar to send out for review and public hearing next month.
- F. #P-301 FMLA Policy (update) – Michelle is waiting for Town Counsel feedback before we send out for a public hearing.

On a motion by Pat Riley and seconded by Jack Taylor, the PB unanimously voted to adjourn at 9:30 PM.

Next meetings: Wednesday, March 16, 2011
 Wednesday, April 20, 2011