

**Norwood Personnel Board
Regular Meeting Minutes
May 18, 2011**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:30 PM on Wednesday, May 18, 2011 in the FinCom Room by David Hajjar, Chairman.

Present:

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

Other Attendees:

None

Absent:

None

1. Meeting Minutes

March 16, 2010

There were a couple of grammar/spelling corrections made by various PB members.

On a motion by Will Krasnow and seconded by Jack Taylor, the March 16, 2011 meeting minutes were unanimously approved as corrected.

There was no April PB meeting, so no minutes to review.

2. Election of Positions

The PB discussed the election of a Chairman and Vice-chair of the board for the year May 2011 thru April 2012.

A. Chairman

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

B. Vice-chair

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

3. Policy Reviews

A. #P-402 - Personnel Records Policy

- i. Correct the numbering sequence in Section 3.
- ii. Section 5.3 – change to read: All medical related information is confidential and will be ~~kept segregated~~ maintained in a separate file.
- iii. Capitalize the A's in Appointing Authority and replace his/her with "their" in the first sentence of Section 5.5.
- iv. Section 5.6.c – the 2nd sentence begins new paragraph. Replace "either" with the "Requestor" and remove "he/she" before the word "they".

- v. Section 6 title to read: Procedures Governing Access / **Copy Request**.
- vi. Section 6.3 – take out “in accordance with Section 6.1” from the first sentence.
- vii. Section 6.3 – reorder the list to show all Town authorized together and then employee authorized together.
- viii. Section 6.4 – change 1st sentence to read “...individuals to bring **a** to Court **appearance** certain employee records ~~that they have in their possession~~.”.

On a motion by Will Krasnow and 2nd by Pat Riley, the PB voted unanimously to adopt the Personnel Records Policy as updated.

- B. #P-103 – Seasonal-Temporary Employment Policy
 - i. Anne is working on this policy with Michelle.

4. Payroll Supervisor – Reclass Request

- A. Chairman Hajjar provided his findings from his job observation completed on March 14th during the March PB meeting. PB member Anne Haley gave her job observation report. She also conducted her job observation on March 14th.
- B. Anne will take the lead in developing a new Position Description. David will get an electronic copy for her to edit.
- C. The PB agreed to hold a special meeting on Wednesday, June 1st to approve a new position description and rate it, in accordance with our rating manual.

5. Misc. Correspondence

- A. Dorothy Vitale
 - i. Senior Center Director, Dorothy Vitale wants to remove the phrase “...serves as Acting Director in absence of Director or Outreach Worker.” From her Program Coordinator position description. No reason was given.
 - ii. PB members were inclined to Ok the change and felt this was not a material change warranting a rating review. However, PB members wanted to know why this change is being requested. Chairman Hajjar to inquire from Dorothy.
- B. Michelle Pizzi
 - i. HR Director, Michelle Pizzi forwarded Chairman Hajjar an e-mail from the School Department about a potential employee drinking issue. Within this e-mail, Michelle expressed concern about the increased level/ quantity of work being asked by the School Department.
 - ii. Chairman Hajjar was asked to speak with Michelle.

On a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously voted to adjourn at 8:55 PM.

Next meetings: Wednesday, June 1, 2011 and Wednesday, June 15, 2011