

**Norwood Personnel Board
Regular Meeting Minutes
March 21, 2012**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, March 21, 2012 in the Drummey Conference Room, located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

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

Other Attendees:

Gerry Miller – Recreation Director
Adelia Kennedy – Recreation Office Assistant

Absent:

NONE

1. Meeting Minutes – February 22, 2012

The following correction was made:

- a. Section 1a – the word “advertized” was corrected to read “advertised”.

On a motion by Pat Riley and seconded by Jack Taylor, the corrected minutes for February 22, 2012 were unanimously accepted/approved.

2. Reclassification Hearing – Recreation Office Assistant

The hearing was being held after an invite was sent to Gerry Miller and Adelia Kennedy to obtain feedback on the differences between her existing job description and the proposed position description.

- a. Chairman Hajjar opened the hearing by going through the reclassification process and informing all that once the Board agrees upon a new position description it will have to vote on whether to reclassify. A position description can change, but that does not automatically trigger a rerate.
- b. Gerry Miller and Adelia spent time going through the proposed position description.
- c. Board members took turns asking specific questions concerning changes from the existing position description and getting a better handle on some of the key issues around decision making, supervision, and program responsibilities.
- d. The hearing was closed at 7:46 PM.

Further discussion amongst the PB after the hearing resulted in the Chairman being asked to get clarification from Gerry regarding: the Challenger Camp; building responsibilities and purchasing issues. Members also want a copy of Linda Berger’s position description.

