

**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.

3. Policy Work

- a. Seasonal/Temporary Employment Policy (#P-103) [AH]
Updated language for Sections 5.4 and 5.5 were not ready for discussion.
- b. Vacation Policy (#P-302) [DH]
 - i. Chairman Hajjar informed the Board that a conference call is being held on Friday (3/23) with Michelle and Town Counsel (Kathy Murphy and Kevin Bresnahan) to review their feedback after reviewing our drafted policy.
 - ii. Members reviewed Section 5.2 – Annual Leave
 - iii. Table 5.2.1 Change “Days Granted at Hire” to read “# of Days Eligible at Hire”.
 - iv. Table 5.2.3 – change Annual Leave amounts back to previous version where 10 years, but less than 20 years equates to 20 days vacation leave. No added days every 2 years between 10 and 20.
 - v. A Public Hearing will be scheduled for Wednesday, April 25, 2012 at 7:15 PM. The Chairman will send out the appropriate notice and draft policy to all Appointing Authorities.
- c. Code of Conduct for Boards [WK]
Member Will Krasnow reviewed his proposed updated document. The Board also reviewed follow-up changes from Michelle Pizzi.

On a motion by Pat Riley and seconded by Jack Taylor, the updated “Code of Conduct For members of the Personnel Board” was unanimously adopted and approved.

Chairman Hajjar will send out the final version for signature by each member. Chairman Hajjar will also forward this adopted policy to each Town Board within General Government with a cover letter offering our document as a template in the development of their Board Code of Conduct document.

- d. Military Leave Policy (#P-305) [MP]
Michelle and Chairman Hajjar traded e-mails on the format and hopeful timetable in generating a draft policy for the Board to review and discuss. Upon her return from vacation, we will get an update.

4. Correspondence/Reports

- a. The Board reviewed the February Activity Report. There are 13 issues on our work list: 5 yet to be started (shaded white) and 8 being worked on by various members of the Board and Michelle (shaded yellow). No completions indicated as yet (shaded in green).
- b. A copy of the updated Town General Government org charts and cover letter to the Board of Selectmen and Finance Commission will be dropped off to Board member’s homes over the weekend.
- c. Ethics Training – Pat Riley submitted his completion certificate (3/20/12). Upon receipt of a completion certificate from members Anne Haley and Jack Taylor, Chairman Hajjar will submit all to the HR Department, as required for recording our Board’s completion.

5. New Business

None

On a motion by Anne Haley and seconded by Pat Riley, the PB unanimously voted to adjourn at 10:00 PM.

Next meetings: Wednesday, April 25, 2012
 Wednesday, May 16, 2012