

**Norwood Personnel Board  
Regular Meeting - Minutes  
April 17, 2013**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:05 PM on Wednesday, April 17, 2013 in the Finance Commission Conference Room, located on the 1<sup>st</sup> floor of Town Hall, by David Hajjar, Chairman.

Present:

David Hajjar, chairman  
Anne Haley, vice-chair  
Patterson (Pat) Riley  
John (Jack) Taylor

Other Attendees:

Michelle Pizzi, HR Director  
Bernie Cooper, Assistant General Manager  
Christina Kenefik, Assistant EA to the GM  
Ramanda Morgan, HR Principal Assistant

Absent:

Willard (Will) Krasnow

**1. March 20, 2013 Meeting Minutes**

David Hajjar stepped down as Chairman so that the meeting minutes of those present at the 3/20/13 meeting could be approved. Vice-chair Anne Haley stepped in as meeting Chairman for this discussion.

On a motion by Pat Riley and seconded by David Hajjar, the March 20, 2013 Regular Meeting minutes were unanimously approved as submitted.

Anne Haley stepped down and turned the meeting back over to Chairman Hajjar.

**2. 7:15 PM – Assistant EA to the General Manager Reclassification Hearing**

Chairman Hajjar opened the scheduled hearing regarding the submitted request from Bernie Cooper to have the current position of Assistant Executive Assistant to the General Manager upgraded to a yet to be recommended grade.

- Bernie Cooper and Christina Kenefik spent time highlighting the many changes to the current position description, adopted in 2003. Many changes to the Workers' Compensation program/requirements, Insurance, Unemployment, Civil Service, Schools and drug testing (CDL) were reviewed.
- Michelle Pizzi highlighted the many ways in which the job has grown with respect to the involvement and interaction with the HR Department.
- John Carroll (AA) has drafted a support letter, which shall be sent to the Board shortly
- Michelle and Bernie to make changes to the Education, Training and Experience section
- Position will report directly to the Assistant General Manager instead of the General Manager or the EA to the general Manager
- Michelle to send Chairman Hajjar an electronic version of the proposed position description to be put in the format adopted by the Board

The hearing was closed at 8:00 PM.

