

**Norwood Personnel Board
Regular Meeting - Minutes
March 18, 2015**

The Regular Meeting of the Norwood Personnel Board (Board) was called to order at 7:00 PM on Wednesday, March 18, 2015 in the Finance Commission Conference Room (Room 24), located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

David E. Hajjar, chairman
Anne Haley, vice chair
Willard (Will) Krasnow
Patterson (Pat) Riley
John (Jack) Taylor

Other Attendees:

Michelle Pizzi, HR Director
Kevin Bresnahan, (Town Counsel), MHTL
Sigalle Reiss, Health Director

Absent

None

1. Meeting Minutes

a. February 18, 2015 – Regular Meeting

Several grammar/spelling corrections were made

On a motion by Anne Haley and seconded by Pat Riley, the PB unanimously adopted/ approved the meeting minutes as corrected.

b. March 4, 2014 – Special Meeting

One spelling correction was made.

On a motion by Will Krasnow and seconded by Jack Taylor, the PB unanimously adopted/ approved the meeting minutes as corrected.

2. St. Catherine's Nurse/BOH Position Review

a. Kevin Bresnahan was present to provide some legal information regarding the current employment arrangement between the Town of Norwood and St. Catherine's Church.

i. There is no case law that covers the issue under review by the PB.

ii. There is an Anti-aid Amendment within the MA State Constitution that limits the ability of public funds for private or parochial school use.

iii. Chapter 71, section 57 allows the BOH to conduct physical exams in both private and public institutions

b. Sigalle Reiss was present to assist the PB in fully understanding the current arrangement.

i. There is no current Town position description for this position. St. Catherine's may have one, but it would not apply to the BOH.

ii. There is no current interaction between the BOH or Health Director and St. Catherine's regarding the position duties and responsibilities.

iii. The current arrangement is for the Town to pay \$20K +/- covering 25 hours per week plus benefits. This information is from the August 2014 letter of employment from St. Catherine's to the current St. Catherine's nurse.

iv. Sigalle does interact with the Norwood Public School Nurses.

- c. The PB is concerned about several issues:
 - i. There needs to be a position description to indicate what the position is responsible for with respect to the 25/hours of service per week being paid for by the Town. This needs to be in the same format as all other Town position descriptions and approved by the PB.
 - ii. A more detailed and clear letter of understanding between the Town and St. Catherine's that indicates the specifics of who is responsible for what with respect to both benefits and responsibilities.
 - iii. Michelle Pizzi, HR Director, will obtain a current School Nurse position description for reference purposes. The PB and BOH can use this as a development tool.
 - iv. Chairman Hajjar will attempt to obtain information regarding School Food Services and/or Transportation service contracts.
 - v. Sigalle will arrange for a meeting with Mary Russo, St. Catherine's School Principal. The meeting is not meant to be confrontational but for information gathering.
 - 1) Is the school open to a lump sum payment from the Town for the provisioning of public health services? This would enable the Town to get out from under the benefit costs, which are approaching \$20K annually.
 - 2) If the position is to remain an employee of the Town of Norwood, will the school be open to a defined letter of understanding/agreement that provides for the Town's Health Director to be more involved with the position duties and responsibilities?
 - 3) Will the school be open to changing how the hours are split, which may affect the benefit eligibility status of the position for the Town.
- d. Kevin Bresnahan would like to attend this meeting, as any change will have to be documented.

3. Assistant Airport Manager – FLSA Determination

- a. Kevin Bresnahan was present to provide the background information regarding the previous determination that this position was Non-exempt.
 - i. There was no position description document in Mike Lehane's file that was mentioned in his November 26, 2001 letter to the Norwood Airport Commission Chairman.
 - ii. It appears as though Mike Lehane made a FLSA Non-exempt determination based on the "Executive" category.
 - iii. There are words and phrases in the current position description that would lead the powers to be in 2003 to make the position Exempt.
- b. Michelle Pizzi and Personnel Board members were concerned with several issues:
 - i. Is the current position description, which was generated after Mike Lehane's review, reflective of the actual duties and responsibilities of the position or is that what they want it to be? Michelle Pizzi will work with Russ Maguire to resolve.
 - ii. The PB made a FLSA determination of Exempt under the "Administrative" category, based on the current position description provided to the PB by HRS in 2003 and believes that decision is correct.
 - iii. The February 15, 2002 letter to Russ Maguire from the Norwood Airport Commission outlines the parameters of authorized overtime "...during emergencies such as accidents, gate failures, airport lighting failures, inclement weather, etc. or at the request of the FAA or public safety officials and only when;" and the letter outlines 6 instances. The letter explicitly excludes the Assistant Airport Manager from participating in snow plowing or snow removal operations after normal working hours of the airport.

- iv. The PB decided to wait for Michelle Pizzi to report back on her meeting with Russ Maguire. The Exempt determination does not exclude an employee from earning additional compensation. We may want to call it something other than overtime to more accurately reflect what it is for.

4. Reports/General Correspondence

- a. A copy of the approved, distributed and posted 3-year Seasonal/Temporary Compensation Schedule (#D-147) was provided and filed for record purposes.
- b. A copy of the PB 2015 Goals and Objectives letter sent to the PB Appointing Authorities [BOS-FinCom-Town Moderator] was provided and filed for record purposes.
- c. A copy of the Longevity Policy and issuance letter was provided and filed for record purposes.
- d. A copy of the 2015 YTD Activity Report through February was provided and filed for record purposes.

5. Unfinished Business

- a. Remaining Longevity Policy Implementation Issues
 - i. The PB reviewed the current draft letter to be sent to all non-bargained-for employees. Several changes were made.

On a motion by Anne Haley and seconded by Jack Taylor the letter was approved and authorized the Chairman to sign. The motion passed unanimously.
 - ii. It appears that Ramanda Morgan is caught in a loop-hole of the policy. The policy allows for grandfathering if an employee achieves their 10-year anniversary prior to July 1, 2015 and has received their Longevity Pay. Ramanda achieves her 10 years in June, but is not scheduled to receive her Longevity Pay until December 2015.

On a motion by Anne Haley and seconded by Jack Taylor, the PB unanimously approved an exception to the policy due to the unintended consequences of the policy wording. A letter to be signed by the Chairman, which will indicate that Ramanda Morgan is granted an exception and grandfathered like other employees who have achieved 10-years of Creditable Service, was approved.
 - iii. A meeting with Mark Redlich (IT Director), Michelle Pizzi (HR Director), John Carroll (General Manager), and PB Chairman Hajjar, is scheduled for tomorrow (3/19) to review the IT requirements to ensure the July 1st implementation date goes without a problem.
- b. Alcohol and Drug Policy [#P-404] – there is another follow-up conference call scheduled for tomorrow (3/19) with Kathy Murphy and Kevin Bresnahan of MHTL, Michelle Pizzi and Chairman Hajjar to review final draft.
- c. Seasonal/Temporary Employment Policy [#P-103]
 - i. Conference call with Kevin Bresnahan of MHTL was held on Friday, March 13th.
 - ii. A final draft, based on requested input from Kevin Bresnahan, will be circulated for final review and approval.
 - iii. The policy will not be split into 2 [Seasonal and Temporary]

- d. Exempt / Non-Exempt notification letter status – the process is almost complete. This required every position description to be properly labeled and a letter sent to each employee.
- e. Guidelines – Business Continuity Planning [G-101] – members expressed a desire to have more time to review the proposed drafted documents. To be discussed next meeting.
- f. Town-wide CORI and Fingerprint Policy [#BOS-1]
 - i. There is a rescheduled conference call tomorrow (3/19) with Kathy Murphy and Kevin Bresnahan of MHTL, Michelle Pizzi and Chairman Hajjar to review a draft.
 - ii. Police Chief Brooks has already provided feedback.
- g. DPW PW7 (Dispatcher/Yardman) reclassification – information needed to update the proposed position description is still being gathered.

6. New Business

- a. New Policy – a Social Media Policy [#P-410] will be a focus after other issues are completed.
- b. DPW N11 Reclassification
 - i. John Carroll, Town Manager, previously submitted Reclassification Request to upgrade the current DPW Business Manager position (M11) to a new position titled Business Operations/Project Manager position (M15).
 - ii. HR is working on collecting comparable town data based on the template provided.
 - iii. Mark Ryan was sent a letter from Chairman Hajjar inviting him to attend the April 15th PMB meeting to review this request. This is part of the Reclassification procedure.
 - iv. Anne Haley also requested that each PB member be provided a copy of the current DPW Director and DPW Assistant Director position descriptions. Michelle Pizzi to provide.
- c. Will Krasnow announced that he submitted a letter to the BOS chairman, Finance Commission chairman and Town Moderator, requesting consideration for reappointment to a new 3-year term.

There being no further business before the PB, on a motion by Jack Taylor and seconded by Pat Riley, the PB unanimously voted to adjourn at 9:40 PM.

Next meeting: Wednesday, April 15, 2015 at 7 PM
 FinCom Conference Room (Room 24) of Town Hall

Wednesday, May 20, 2015 at 7 PM
 FinCom Conference Room (Room 24) of Town Hall