

**Norwood Personnel Board
Regular Meeting - Minutes
September 16, 2015**

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, September 16, 2015 in the Finance Commission Room, located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

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

Other Attendees:

Michelle Pizzi

Absent

None

1. Meeting Minutes

a. June 17, 2015 – Special Meeting

Corrections approved on 6/24. Approved minutes to be updated and uploaded onto the Town's website by next meeting.

b. June 24, 2015 – Regular Meeting

Draft minutes to be submitted for next month's meeting.

2. Reports/General Correspondence

a. No year-to-Date Activity report submitted;

b. Business Continuity Planning [G-101]

PB members discussed whether the document is too long for the identified Department Heads need to complete. Ms. Pizzi suggested that Chairman Hajjar and her have a meeting with Bob Marsh and Tom McQuaid to discuss. Their experience in the private sector, where this issue is more prevalent, should be of help in developing the right type of document; and,

c. Personnel Policy Index was distributed and filed for record purposes.

3. Policy Review

a. Town-wide CORI and Fingerprint Policy [#BOS-1]

i. A follow-up conference call was held with Town Counsel, Kathy Murphy of MHTL, on June 12th.

ii. Revised draft from Kathy Murphy to be submitted to the PB. Draft will be a single policy with 2 sections – Fingerprint and CORI.

b. Seasonal/Temporary Employment Policy [#P-103]

i. Town Counsel, Kevin Bresnahan of MHTL, to provide updated draft based on conference call held on Friday, March 13th.

ii. The policy will not be split into 2 [Seasonal and Temporary].

4. Unfinished Business

a. Assistant Airport Manager – FLSA Determination

- i. Michelle Pizzi and Russ Maguire (Airport Manager) will review the current position description for accuracy.
- ii. 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 why the additional compensation is being made.

b. Employee Goals and Objectives Guidelines

This will be discussed and acted upon after Business Continuity Planning is finalized. Chairman Hajjar will start some research.

c. St. Catherine's Nurse/BOH Position

- i. Meeting held at St. Catherine's. Both sides are in agreement to make the effective date 7/1/16 to avoid financial issues during the FY, as well as personnel issues concerning transition.
- ii. Chairman Hajjar and HR Director Pizzi are working on a spread sheet that identifies non-salary related costs that must be evaluated and discussed with the Finance Commission for the FY 17 budget.

d. Web-site Updates

Personnel Board members were reminded to visit the website to view all PB documentation. In addition, all forms related to any policy have been uploaded under Human Resources.

e. Remaining Policies:

- i. Worker's Comp and Safety
- ii. Injury Leave of Absence
- iii. Social Media – to be next focus after the current 2 policies under development are completed.

5. New Business

- a. The NLD wants to submit a few position descriptions for review and updating. Ms. Pizzi will inform James Collins to come to the next PB meeting in October.
- b. Anne requested a couple of policy documents so she can develop a one-page information sheet, as was discussed at the department head meeting

There being no further business before the PB, on a motion by Anne Haley and seconded by Pat Riley, the PB unanimously voted to adjourn at 8:30 PM.

Next meetings: Wednesday, October 21, 2015 at 7 PM
Robert Thornton Conference Room (Room 24) of Town Hall

Wednesday, November 18, 2015 at 7 PM
Robert Thornton Conference Room (Room 24) of Town Hall