

**Norwood Personnel Board
Special Meeting - Minutes
March 2, 2016**

The Special Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, March 2, 2016 in the Thornton Conference 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, Human Resources Director

Absent

None

1. Meeting Minutes

a. February 17, 2016 – Regular Meeting

- i. In 2.a and 2.b - both sentences need a period.
- ii. In 7.a.iii - last sentence - need "B" for "The Personnel Board will...".
- iii. In 7.a.V – capitalize H in last sentence for "Chairman Hajjar will...".
- iv. In 8.a – sentence needs a period.

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

2. TC&A Reclassification Requests

a. Binder of information provided by HR Director. Which includes:

- i. Comparable Town Data
- ii. Comparable Town position descriptions

The PB agreed to review information over the next 2 weeks. Need to compare what Town Clerk and Accountant indicates his team does versus comparable towns to see if there are major differences.

3. Policy Reviews

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

- i. See attached Board of Selectmen approval letter dated 2/24/16 requesting the Personnel Board work with Town Counsel and DCJIS to get policy approval or required changes.
- ii. See attached Personnel Board letter to Kathy Murphy of Town Counsel's office requesting she submit policy to DCJIS for review.
- iii. See e-mail from Kathy Murphy indicating follow-up to DCJIS to be made.

b. Accelerated Step Increase Policy [#P-411]

- i. Keven Bresnahan of Town Counsel's office submitted comments in an e-mail and they were distributed.

- ii. An updated clean draft including Kevin's recommendations and previous meeting reviews was distributed.
- iii. Town Classification Plan information was submitted to Kevin Bresnahan as requested by Kevin.
- iv. The PB plans on voting the policy next meeting pending any final comments from Town Counsel's office.

c. Social Media Policy [#P-410]

- i. Draft policy in the hands of Sarah Catignani of Town Counsel's office for updating.

3. Unfinished Business/Roundtable

a. \$50K Budget Request for Classification Plan Update

- i. Jack Taylor asked how the \$50 was removed from our budget.
- ii. Chairman Hajjar met with Selectman Bill Plasko to discuss. John Carroll removed it as part of the balanced budget exercise. Bill concurred that the PB is an independent board, not under the jurisdiction of the Town Manager and the \$50K should not have been removed by John.
- iii. Mr. Plasko recommended the PB continue its reclassification work to the best of our abilities, pending further budget reviews later this year that may allow for a Classification Plan update.
- iv. The PB should still get cost estimates to complete a total (Bargained-for and Non Bargained-for) update of the Classification Plan.

b. Michelle Pizzi

- i. Linda Berger, Recreation Department Program Director, has taken the Director's position in Sharon, MA.
- ii. Gerald Miller, Recreation Department Director, still would like to move forward in reclassifying the Program Director position to an Assistant Director position.
- iii. Anne requested a copy of Recreation Department Director position description.

c. David Hajjar

- i. Chairman Hajjar spoke with Police Chief Brooks regarding the creation of a Deputy Chief position Description
- ii. Ms. Pizzi also has spoken to Police Chief Brooks and she is working with him on a draft position description.

d. Business Continuity Planning

- i. Mr. Robert Marsh has submitted a document for his department. Along with the one received from the Town Clerk & Accountant, Thomas McQuaid, the PB should be able to issue a guideline document shortly.

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

Next meetings: **Wednesday, March 16, 2015 at 7 PM**

Robert Thornton Conference Room (Room 24) of Town Hall

Wednesday, April 20, 2015 at 7 PM

Robert Thornton Conference Room (Room 24) of Town Hall