

Norwood Personnel Board
Regular Meeting
August 17, 2016

The Regular Meeting of the Norwood Personnel Board (PB) was called to order at 7:00 PM on Wednesday, August 17, 2016 in the Thornton Conference Room (Room 24), located on the 1st floor of Town Hall, by David Hajjar, Chairman.

Present:

David E. Hajjar, chairman
Patterson (Pat) Riley, vice-chair
Gregg Giambanco
Willard (Will) Krasnow

Other Attendees:

Michelle Pizzi, HR Director
Sigalle Reiss, Health Department Director

Absent

John(Jack) E. Taylor

1. Meeting Minutes

a. June 22, 2016 – Regular Meeting

No corrections submitted.

On a motion by Pat Riley and seconded by Will Krasnow, the PB unanimously approved the meeting minutes as submitted.

2. 7:15 PM Sigalle Reiss – Impact Norwood

- a. Ms. Reiss was present before the PB to explain the need for 2 position descriptions to be approved in order for Norwood to take part in a 10-year grant by Federal HHS to help improve youth drug awareness. 10-year grant at \$125K per year by US Health and Human Resources and some in-kind town contribution by Town employee salaries.
- b. In Massachusetts, health is driven by Town BOH's, whereas most of the country is at a county level.
- c. 1st 2 years – benefits are covered by the grant. Full-time positions after 2 years need to start transitioning to the Town. Years 1 and 2 the requirement is for the Full-time position. Beginning in year 3, both Full-time and Part-time positions are needed.
- d. Full-time position would be for 40 hours per week, while the part-time position would be for 15 hours per week, a non-benefited position.
- e. Ms. Pizzi was asked to provide both drafted positions descriptions to Chairman Hajjar for proper formatting. The PB will vote final grade upon review of the submitted and formatted position description.
- f. All members thanked Ms. Reiss for attending the hearing. Chairman Hajjar closed the hearing at 7:50 PM.

3. Reports/General Correspondence

- a. Copy of 6/22 letter to Thomas McQuaid, Town Clerk and Accountant, and others, concerning Census and Elections Administrator Reclassification decision was distributed and filed for record purposes.

- b. Copy of 6/23/16 letter to PB Appointing Authority regarding 6-month status of 2016 objectives was distributed and filed for record purposes.
- c. Copy of 6/23/16 letter to Police Chief Brooks and others, regarding final approval of the Deputy Chief of Police position description was distributed and filed for record purposes.
- d. Copy of 6/23/16 letter to the Board of Selectmen and others, indicating final approval of the Town-wide CORI and Fingerprint Policy for non-employees by the appropriate outside agencies was distributed and filed for record purposes.
- e. Copy of 6/23/16 letter to Bernie Cooper, Assistant Town Manager, and others, on the status of the General Manager's Office Reclassification Request was distributed and filed for record purposes.
- f. Copy of 6/23/16 letter to Timothy McDonough, Town Assessor, and others, concerning the rescheduled reclassification hearing date was distributed and filed for record purposes.
- g. Copy of 6/29/16 letter to Thomas McQuaid, Town Clerk & Accountant, and others, regarding the two(2) Senior Office Assistants Reclassification decision was distributed and filed for record purposes.
- h. Copies of (3) 7/6/16 letters regarding comparable town listings [Library, Light Department and General Government] was distributed and filed for record purposes.
- i. Copy of 6/29/16 letter to John Carroll, Town Manager, regarding a slight change to the Chief of Police position description was distributed and filed for record purposes.
- j. Monthly Activity Report through July 2016 was distributed and filed for record purposes.

4. Policies

- a. Social Media Policy [#P-410]
 - i. Latest version distributed.
 - ii. To be included in BOS meeting packet.
 - iii. Hearing scheduled for October 19, 2016.
- b. Sick Leave Policy [#P-304]
 - i. Latest version distributed.
 - ii. To be included in BOS meeting packet.
 - iii. Hearing scheduled for October 19, 2016.
- c. Injury Leave of Absence Policy [#P-306] – to be developed (2017).
- d. Worker's Comp and Safety Policy [#P-408] – to be developed(2017).
- e. Unpaid Leave Policy [#P-311]
 - i. Latest version distributed
 - ii. Hearing scheduled for October 19, 2016.
- a. Public Records Law Changes.
 - i. Policy changes needed – to be reviewed in October.
 - ii. Hearing date scheduled for November 16, 2016.

5. Unfinished Business

- a. Document #D-115 – Performance Agreement Template – no action taken.
- b. Employee Performance Objectives Guideline – no action taken.
- c. St. Catherine's/ToN Hourly Nurse Position
 - i. Copy of MOU between ToN and SCS School to be provided by Chairman Hajjar.
 - ii. Copy of ToN HR letter to Ms. Igoe to be provided by Chairman Hajjar.
 - iii. Copy of SCS School letter to Ms. Igoe to be provided by Chairman Hajjar.

- d. Business Continuity Planning
 - i. After further discussion, letter of recommendation to the BOS that this is an operations matter under their jurisdiction was motioned by Pat Riley and seconded by Greg Giambanco.
 - ii. Letter and copies of what Tom McQuaid and Bob Marsh submitted will be included in BOS-PB Meeting packet for further discussion.

6. New Business

- a. Updates to the PB Operating Policy and Procedures document.
 - i. Classification / Reclassification Decision Appeals.
 - ii. Clarification regarding loss in wages
 - iii. Updated PSPP document with changes indicated was disseminated and discussed.

Upon a motion by Pat Riley and seconded by Will Krasnow, all proposed changes were unanimously approved.

- b. MHTL Client Alert – FLSA Exempt Test Changes – to be discussion at a later meeting.
 - i. May 2016 MHTL Client Alert
 - ii. Changes needed to Appendix A
- c. Upcoming Meeting with the Board of Selectmen.
 - i. Tuesday, September 13, 2016.
 - ii. Draft agenda and packet reviewed.
- d. Comparable Town Lists – waiting for feedback from 3 groups.
 - i. General Government
 - ii. Library
 - iii. Light Department
- e. FY17 Org Charts. – no yet started
 - i. Employee Benefit Value Document - last update was 5 years ago (FY11)
- f. DPW Reclassification/Reorganization of PW3 to PW5 Cemetery position
 - i. Letter from Mark Ryan reviewed.
 - ii. Mr. Ryan and the PB agreed a couple of years ago with the process of eliminating the PW3 positions and converting to PW4's and/or PW5's.

On a motion by Will Krasnow and seconded by Pat Riley, the PB unanimously approved the Reclassification from a PW3 to a PW 5 grade using the existing Cemetery position description. This approval also eliminates a PW3 position and will be included as part of the approval letter.

There being no further business before the PB, on a motion by Will Krasnow and seconded by Pat Riley, the PB unanimously voted to adjourn at 10:00 PM.

Next meetings: **Tuesday, September 27, 2016 at 7 PM** – Regular Meeting
Robert Thornton Conference Room (Room 24) of Town Hall
Wednesday, October 19, 2016 at 7 PM – Regular Meeting
Robert Thornton Conference Room (Room 24) of Town Hall