

Norwood Personnel Board
June 19, 2019 Meeting Minutes

Open Meeting: A Regular Meeting of the Norwood Personnel Board (the Board) was called to order at 7:04pm p.m. on Wednesday, June 19, 2019 in the Finance Commission Room of Town Hall by Chairman, Patterson Riley seconded by Ms. McQuaid.

Present:

Patterson Riley, Chairman
Willard Krasnow, Vice-Chair
Jack Taylor
Kristen McQuaid
Cindy McGrath

Other Attendees:

Molly Kean, Director of Human Resources

1. Introduction to the new Personnel Board Member, Cindy McGrath
Each Board member introduced themselves and gave a brief history of their history on the Personnel Board.
2. Meeting Minutes review from the April 24, 2019 and May 22, 2019 Meetings:
On a motion by the Chairman, seconded by Mr. Taylor, the Board voted unanimously to approve the meeting minutes. Ms. McGrath abstained from the vote.
3. Policy Discussion:
There was a brief conversation about the new Massachusetts Paid Family and Medical Leave Act. The Town of Norwood is exempt from this Act unless Town Meeting were to approve it.
The Board had been emailed both the draft Protected Class Harassment Prevention policy and the current Equal Employment Opportunity (EEO) policy before the meeting so they were able to review them before the meeting.
Protected Class Harassment Prevention Policy (Formerly EEO Policy)
There was a consensus that the Board felt the EEO policy was more inclusive than the draft Protected Class Harassment Prevention Policy. They felt the Protected Class Harassment Prevention policy only referred to harassment, not some of the other issues raised in the EEO policy.
The Chairman brought a copy of the MWRA Non-Discrimination policy for the Board to review. There was a conversation about this policy.
The Chairman asked Ms. Kean to keep the EEO policy as is and add some additional language from the MWRA policy. Some additions would include language on gender and pregnancy discrimination, a section on accommodations, and an employee responsibilities section. Ms. Kean agreed to provide a track-changes version at the next meeting.
Sexual Harassment Prevention Policy (Formerly Policy Against Harassment)
The Chairman brought a copy of the MWRA Harassment Prevention Policy for the Board to review. This policy had a very comprehensive list of protected classes. Mr. Krasnow appreciated the fact that the policy pointed out it doesn't matter if the behavior is illegal, somethings are simply inappropriate for the workplace. Ms. McGrath pointed out that the MWRA policy was inclusive of vendors and other outside parties. Those groups would be held to the standard of the policy. Mr. Krasnow liked the idea of having one all-encompassing harassment policy that had a large section specifically on sexual harassment.
There were several pieces of the MWRA policy that the Board felt would benefit the Towns policy. The Chairman asked Ms. Kean to take the best aspects of the three policies and combine them into one for their review. Ms. Kean agreed to provide a revised version at the next meeting.

4. Roundtable:

There was a conversation about the Board using tablets. The Board decided to think about the question over their summer break.

Ms. Kean told the board that there were two new job descriptions in the pipeline. She said that if they were completed over the summer, she would email them to the Board and call a special summer meeting to vote on the specific issue.

The Board then voted on the Chairmanship for next year. Mr. Taylor nominated Mr. Riley for chair. This was seconded by Ms. McQuaid. Mr. Krasnow nominated Ms. McQuaid for Vice-Chair. This was seconded by Mr. Riley. Mr. Riley was voted Chair of the Personnel Board unanimously. Ms. McQuaid was voted Vice-Chair of the Personnel Board unanimously.

With no further business before the Board, on a motion by the Chairman and seconded by Mr. Krasnow, the Personnel Board unanimously voted to adjourn at 8:01 p.m.