

Personnel Board Meeting
Tuesday, June 4, 2019, 6:30 PM
Great Plain Conference Room, Town Hall, Needham, MA
Minutes

Attendance

Personnel Board

Vivian Hsu, Vice Chair
Joseph Herlihy, Member
Rick Lunetta, Member

Staff

Rachel Glisper, Director of Human Resources
Chuck Murphy-Romboletti, Assistant Director of Human Resources

Guests

Ann MacFate, Director of the Public Library

Call to Order – 6:50 P.M.

Ms. Vivian Hsu called for a motion to open the Personnel Board meeting. Mr. Rick Lunetta made a motion and Mr. Herlihy seconded.

Review new position description: Public Information Officer (PIO)

Ms. Rachel Glisper explained the position description before the Board for Public Information Officer. The position was approved within the budget approval process for FY20.

The Board expressed concern regarding who this position should report to, feeling strongly it should report directly to the Town Manager. Based on the type of work and level of responsibility this position will have, the Board suggested maybe increasing the years of experience to a minimum of seven years vs. the five years as currently listed. The Board wants to ensure the Town gets the highest caliber candidates to choose from for this position.

Mr. Joseph Herlihy moved to approve the job description as presented and Mr. Lunetta seconded. The description was approved unanimously.

Updated Schedule C (FY20)

Ms. Glisper explained that the Schedule C amendments included an increase in wages to the Van Driver position. This position had proved hard to fill based on the hours and had seen a lot of turnover in recent years. The wages were compared to Bus Drivers on the School Department and it was proposed to add a tiered approach to these rates. Another amendment to Schedule C included tiered wages for Seasonal Driver/Traveling Meals position. Finally, the Activity Instructor position would also have tiers.

Mr. Rick Lunetta made a motion to approve the amendments to Schedule C as proposed. Mr. Joseph Herlihy seconded and the motion carried unanimously.

New Schedule L

Ms. Ann MacFate explained that the current rates of the part-time non benefitted Library staff are not in line with their comparable, which has created high turnover and problems with recruitment, especially within the last few years. The Board asked how many had turned over in

the past 2 years and Ms. MacFate responded between 5 and 7, most of which went to other Town Libraries.

Ms. Glisper explained that the changes before the Board tonight were to separate out the current Library position from the existing Schedule C and create a brand new separate "Schedule L" listing just those library positions, at the request of the Library Director.

The Board discussed that they would like to see the Library positions and rates worked back into Schedule C (for one master document) at some point in the future. The Board also shared their concerns regarding the library pay rates for L1 and L2 positions, which they believe are not competitive enough. They suggest the Town post the positions to the marketplace, see how it does and if still struggling (attracting and retaining candidates) then consider increasing these rates.

Mr. Rick Lunetta made a motion to accept Schedule L as presented. Mr. Herlihy seconded and the motion carried unanimously.

Schedule A (FY20)

Ms. Glisper explained that the Schedule A for FY20 before the Board included any new positions and titles as approved by the Board within the past Fiscal Year (19).

Mr. Rick Lunetta made a motion to approve Schedule A as presented. Mr. Herlihy seconded and the motion carried unanimously.

Updated Wage Tables (FY20)

Ms. Glisper explained that the Wage Tables for FY20 before the Board included any new wages and salaries as already agreed upon in Collective Bargaining Agreements.

Mr. Joseph Herlihy made a motion to approve the Wage Tables for FY20 as presented. Mr. Lunetta seconded and the motion carried unanimously.

Adjournment - 7:38 P.M.

Ms. Hsu called for a motion to adjourn the Personnel Board Meeting. Mr. Herlihy made a motion to approve and Mr. Lunetta seconded. The meeting adjourned.