

Personnel Board Meeting
Tuesday, May 15, 2018, 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
Patricia Forde, Member

Staff

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

Guests

Timothy McDonald, Director of Health & Human Services

Call to Order 7:01 P.M.

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

Position Description Review - Emergency Management Program Coordinator Position

Ms. Glisper requested to take this item out of order from the agenda and address it first, in order to accommodate our guests. Mr. Timothy McDonald, Director of Health & Human Services explained the proposed reclassification to the existing part-time Emergency Management Program Coordinator position to the full-time position of Emergency Management Program Administrator. The current position reports to both the Fire Chief and the Director of Health & Human Services, as is also proposed for the new position. Mr. McDonald explained that once the current position was created and the incumbent was hired, there was a clear need for a more permanent dedicated role in Emergency Management planning and operations. The original part-time position was funded by a grant and intended to only be a temporary position. The new description outlined the permanent duties and responsibilities.

Mr. McDonald also explained that another major change included in the reclassified position is the formal designation as Assistant Director of Emergency Management. Mr. McDonald explained that state statute limits who can request funds on behalf of municipalities from the Massachusetts Emergency Management Agency (MEMA), to the municipality's Director and Assistant Director of Emergency Management. Currently, the Fire Chief is the Director of Emergency Management and the Health & Human Services Director is the Assistant Director of Emergency Management. Under the reclassified position, the Emergency Management Program Administrator will be designated as Assistant Director of Emergency Management.

Mr. Rick Lunetta asked if the position would be funded with a DSR4 request in the upcoming budget cycle. Mr. McDonald explained that it would be funded with the current part-time funding for the position, and leftover salary savings from other vacancies, then a request would be made for on-going funding of the fulltime position within the normal budget request and approval process.

Ms. Patricia Forde called for a motion to approve the reclassification and position description for the Emergency Management Program Administrator, Ms. Hsu so moved and Mr. Herlihy seconded. The motion passed unanimously.

FY2019 Schedule A and Schedule C approval

Ms. Rachel Glisper explained to the Board that Schedule A list of full-time positions has been updated to include any new positions and accurate titles that had been updated throughout the year. The Board asked what "Exempt from MGL Ch.268A" meant on the Schedule A. The Staff explained this meant the position was exempt from the State Ethics law.

Ms. Glisper explained to the Board that Schedule C had been updated to ensure any positions near minimum wage would be increased to follow the law, and any other positions near those rates would accordingly be increased so as to prevent collision.

Ms. Forde called for a motion to approve. Mr. Herlihy moved and Mr. Lunetta seconded. The FY19 Non-Represented wage tables were approved unanimously.

Position Description Review - Deputy Chief of Police Job Description

Ms. Glisper provided an updated to the Board, that the Chief of Police was working on drafting a new Deputy Chief of Police job description with her assistance. This new position description, once finalized, would be sent to the Board for review and approval at a later date.

Personnel Policy Review - Education Reimbursement Policy

Ms. Glisper explained the revisions to the Education Reimbursement Policy, based on the Board's suggestions from the prior meeting. The Board requested that the policy include a minimum grade level attained, in order to be eligible for reimbursement. The HR Staff updated the policy based on their recommendations so that employees must receive a passing grade; graduate level B- or better, undergraduate level C- or better, certificate coursework must receive "Satisfactory Completion".

Ms. Vivian Hsu made a motion to approve the policy, with revisions receiving a passing grade; graduate level B- or better, undergraduate level C- or better. Mr. Rick Lunetta seconded and the motion passed unanimously.

Personnel Policy Review - Bereavement Leave Policy

Ms. Glisper explained that the bereavement leave policy was proposed with revisions including more days for the second tier of family members, further specification of family members eligible and change from calendar days to business days of leave available. The current policy lists 1 day of bereavement for the second tier of family members and the new policy proposes 3 business days. The current policy did not include nieces or nephews under the second tier which the revised policy does. Finally, division managers have the authority to grant bereavement at their discretion for the death of a family-like relation to the employee, which was only available by approval of Town Manager under the current policy.

Ms. Patricia Forde called for a motion, Mr. Joseph Herlihy so moved and Mr. Rick Lunetta seconded. The motion carried unanimously.

Adjournment – 8:05 P.M.

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