

Personnel Board Meeting
Tuesday, January 19, 2021, 6:00 P.M.
Virtual Meeting held via Zoom

Minutes

Attendance

Personnel Board

Vivian Hsu, Chair

Joseph Herlihy, Member

Rick Lunetta, Member

Staff

Kate Fitzpatrick, Town Manager

Rachel Glisper, Director of Human Resources

Chuck Murphy-Romboletti, Assistant Director of Human Resources

Guests

Joellen Cadematori, GovHR

Stacey Mulroy, Director of Park & Recreation

Kristen Wright, Park & Recreation Department Staff

Call to Order – 6:03 P.M.

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

Job Reclassification: Assistant Director of Park & Recreation

Mr. Chuck Murphy-Romboletti introduced to the Board the Director of Park & Recreation, Ms. Stacey Mulroy, and explained the need to reclassify the position. Due to the recent opening of the new Pool at the Rosemary Recreation Complex, the duties and responsibilities of the Assistant Director position had changed to include significant management of pool operations including staffing, maintenance and programming. Ms. Mulroy added that this position would now be responsible to assist in grant application development, public relations for the department, risk management for programs and special events, short and long term planning, gathering data for reports. The position was recently vacated, and Ms. Mulroy was hoping to reclassify the position properly and then post the job advertisement and begin recruitment.

Mr. Murphy-Romboletti explained that the position was regraded with these new responsibilities in mind, adding to the job factor analysis score in judgement and initiative, accountability, manual skills, work environment, physical effort, and occupational risks. The current grade of the position is GE-20 and under the proposed reclassification the position scores at a GE-22. The Board asked if the new classification within the Classification & Compensation study took into account the added responsibilities, and Mr. Murphy-Romboletti confirmed that it did, which scored the position under the new Classification system at a Grade 11.

The Board asked if the position was directly dealing with chemicals used to treat the pool. Ms. Mulroy confirmed that this position and another full-time staff member were administering the chemicals in the pool, so that the non-professional seasonal staff did not have to take on this responsibility at all.

Mr. Joseph Herlihy moved to approve the revised job description for the Assistant Director of Park and Recreation. Mr. Rick Lunetta seconded. The motion passed unanimously.

Classification and Compensation Study

Ms. Rachel Glisper introduced the representative from GovHR, Ms. Joellen Cadermatori who was going to present on the first draft of the Classification and Compensation Study that was released to all employees this week.

explained that the K-Scale salaries, which are for management-level positions, have been proposed to increase by 3% effective October 1, 2020. This increase is similar to the increase provided to the Non-Represented positions and pay scale earlier in the fiscal year on July 1, 2020.

Mr. Rick Lunetta asked why the increase was effective October 1st rather than at the beginning of the fiscal year as with the Non-Represented scale. Ms. Glisper explained that the Management level positions have a common “merit date” or annual review date of October 1st each year. Mr. Joseph Herlihy asked if the budget had been approved to support such increase and Ms. Glisper replied affirmatively.

Mr. Joseph Herlihy moved to approve the 3% increase to the K-Scale effective October 1, 2020 as presented. Mr. Rick Lunetta seconded. The motion passed unanimously.

Meeting Minutes Approval

Ms. Vivian Hsu mentioned that she had learned about recent a Freedom of Information Request from the Needham Times for Personnel Board Minutes dating back to 2010. Mr. Chuck Murphy-Romboletti responded and stated that the request had been completed, and added that minutes were compiled dating back to 2010, many pre-dating the current HR Staff which were still apparently in draft form. Before the board tonight were minutes from the last two Fiscal Years. Minutes from meetings prior to that would be presented for the Board to review in future meetings.

Ms. Hsu asked that the Board take up each set of minutes separately.

Mr. Rick Lunetta made a motion to accept the minutes from the November 5, 2019 Board meeting. Ms. Vivian Hsu seconded and the motion carried unanimously.

Mr. Rick Lunetta made a motion to accept the minutes from the December 10, 2019 Board meeting. Mr. Joseph Herlihy seconded and the motion carried unanimously.

Mr. Rick Lunetta made a motion to accept the minutes from the March 10, 2020 Board meeting. Mr. Joseph Herlihy seconded and the motion carried unanimously.

Mr. Joseph Herlihy made a motion to accept the minutes from the September 29, 2020 Board meeting. Mr. Rick Lunetta seconded and the motion carried unanimously.

Other Business

Update on Classification & Compensation Study

- Ms. Glisper mentioned to the Board that the Classification and Compensation Study work was actively continuing, and that staff hoped the next meeting could include further update on how the plan had been developed and explanation of the concept being used to classify positions. Likely in the next couple months, the staff hoped to schedule a presentation by the consultant, GovHR to the Board.

Collective Bargaining

- Ms. Glisper informed the Board that the Town Manager would be attending the December meeting in Executive Session to update the Board on Collective Bargaining negotiations planned for the upcoming year. Ms. Hsu asked if staff could send out all current CBAs to the Board with effective dates, in advance of the next meeting.

Scheduling

- The Board and Staff scheduled their next 2 meetings for November 17, 2020 at 6pm and December 8, 2020 at 6pm, each via Zoom. These meetings would be tentatively scheduled and if there was no business to discuss, they would not need to be held.

Adjournment - 6:17 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.