

**Personnel Board Meeting**  
**Tuesday, December 6, 2016, 6:30 P.M.**  
**Town Hall – Highland Conference Room**

**Minutes**

**Attendance**

Personnel Board

Patricia Forde, Chairperson  
Vivian Hsu, Vice Chair  
Joseph Herlihy, Member  
Rich Lunetta, Member

Staff

Christopher Coleman, Assistant Town Manager/Director of Operations  
Rachel Glisper, Director of Human Resources  
Chuck Murphy-Romboletti, Assistant Director of Human Resources

Guests

Timothy McDonald, Director of Public Health

Call to Order – 6:36 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.

Minutes of September 29, 2016

After a review of the minutes from the meeting of September 29, 2016, Ms. Vivian Hsu made a motion to approve as drafted. Mr. Joseph Herlihy seconded the motion and the minutes were approved unanimously.

Health and Human Services Restructure/Job Description Review

Ms. Rachel Glisper reviewed the planned restructuring of the current Public Health Department, Youth Services Department and the Council on Aging into the new Department of Health and Human Services (HHS). Ms. Glisper introduced Mr. Timothy McDonald, Director of Public Health who explained the restructuring and reclassification of certain positions within the Department.

Mr. McDonald explained that the Director of Health and Human Services (HHS) would manage the entire department consisting of the Council on Aging, Youth Services Division, and Public Health Division. Reporting to the Director of HHS, would be the Director of Aging Services to manage the Aging Services division and Public Health Specialist to oversee the Public Health operations. Mr. McDonald explained that the Town Manager and Assistant Town Manager/Director of Operations had recently met with the Chairs of the existing Board of Youth Services, Board of Health and Council on Aging to discuss the planned restructuring. Mr. Rick Lunetta mentioned that the restructuring should help improve service delivery of the departments and minimize duplicative services such as social work and counseling. Mr. McDonald agreed and explained that there was already much collaboration between the departments, such grant seeking, application and program administration. Additionally the Veterans' Agent will also be restructured into the HHS, which presents a positive opportunity to address issues of mental health within the local Veterans community. Ms. Hsu offered the help of her or members of the Personnel Board to form a Task Force with members of the existing HHS boards to assist in the transition of the departments.

Ms. Forde called for a motion to approve the reclassification of positions for the Director of Aging Services, Public Health Specialist, and Director of Health & Human Services. Ms. Hsu made a motion to approve and Mr. Herlihy seconded. The new position descriptions were approved unanimously.

#### Other Business

Personnel Board Budget - Ms. Glisper mentioned that she had been developing a budget for the Human Resources Department and Personnel Board for Fiscal Year 2018. The Personnel Board budget in prior years had been \$15,000. Ms. Glisper explained that this annual amount was increased from prior years, for classification and compensation studies for two bargaining units: NIPEA and BCTIA. Ms. Glisper explained that the previous vendor to be awarded the contract for compensation studies no longer exists and the price paid in previous years was well below the market price for such services. Therefore, this requested increase was seen to be in line with the cost of a quality compensation study. Mr. Coleman explained that the Town would like to conduct a full town-wide compensation and classification study for all positions, but this would likely come as a warrant article at Town Meeting in a future fiscal year.

Human Resources Department Budget – Ms. Glisper mentioned that a DSR-4 request was also submitted as part of the FY18 budget proposal, which included a new Benefits Coordinator position within the Human Resources Department. Ms. Glisper explained that recent reclassifications into the current positions of Human Resources Coordinator and Assistant Director of Human Resources, attempted to split the duties of the former position assigned to health, life, dental, benefits administration between two staff, while adding additional duties to the Assistant Director. The volume of work associated with benefits administration for the Town, School and Retirees requires a full-time dedicated position to focus solely on these responsibilities, especially with all the other work the department performs. Additionally, in a recent SWOT analysis and survey conducted by staff, having a dedicated benefits administrator is similar to the operations of other comparable communities to Needham.

#### Adjournment - 7:37 P.M.

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