

Personnel Board Meeting
Tuesday, April 22, 2019, 6:45 P.M.
Town Hall – Great Plain Room

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

Timothy McDonald, Director of Health & Human Services

Call to Order – 6:57 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.

Revision to Position Description: Assistant Director of Aging Services

Ms. Glisper explained that she and Mr. Timothy McDonald, Director of Health & Human Services had worked on 2 new position descriptions for the Assistant Director of Aging Services jobs.

Mr. McDonald explained that there was a need organizationally to separate the duties into two distinct roles; one managing the programmatic and transportation services of the Division of Aging Services, and one dedicated to managing the counseling services. This need was facilitated by the increase in programs brought on by the new facility. The hours of operation that was to increase to include nights and weekends next year, and last year the volume of van services increased to over 10,000 rides per year. Additionally, the Center has a study conducted by SCORE which looked at front-desk business operations and found while volunteer work was helpful, the number and quality of volunteers was counter productive to operations. Finally, Mr. McDonald explained that he had posted the Assistant Director job vacancy 3 separate times and had no luck in finding a candidate that could take on the wide array of responsibilities that were sought while still under just 1 position.

Ms. Hsu mentioned that the Board had concerns at the last meeting when Ms. Glisper summarized the idea of splitting the role into 2 positions, and it looked like the new position descriptions before the board address the Board's concerns. Ms. Hsu asked why the 2 positions were are different grade levels, and Mr. McDonald stated that he presented each description with accurate listing of duties to Ms. Glisper and the scoring for each came out in 2 different grade levels. However, the breadth of responsibility and reporting structure still made it necessary to have both titled as Assistant Directors.

Mr. Lunetta asked who was doing the work of these two positions currently, to which Mr. McDonald answered that the current Director was. Mr. Lunetta asked about the funding of the position and Mr. McDonald replied that the current Formula Grant would fund the positions for the rest of the fiscal year and then a budget request would be made for a permanent funding source.

Mr. Rick Lunetta made a motion to approve and Mr. Joseph Herlihy seconded. The motion carried unanimously.

Policy Revision: Personnel Policy #310, Vacation

Ms. Glisper explained that an employee brought forward a concern about the Vacation Policy, and the accrual of vacation based on years of service, as compared to the ITWA union agreement. The ITWA union agreement section on Vacation had employees with 20 years of service accrue 4 weeks' vacation. The Vacation Personnel Policy, which governs how vacation is accrued for Non-Represented employees, lists 4 weeks' vacation as being granted to employees with 21 years of service. Mr. Glisper asked the Board if they had any knowledge as to why his difference might be and if it was intentional. The Board could not recall. Ms. Glisper mentioned that this may have been an oversight and was going to see if the Town Manager or Assistant Town Managers could recall. If simply an oversight, the change would be made to the policy.

Revision to Schedule C: Park & Recreation Seasonal Positions

Ms. Glisper explained that there was one small edit to Schedule C Park & Recreation Seasonal positions. Last year with the opening of the new Rosemary Pool Complex, more positions were added to the seasonal Park & Recreation staff. This year, the only addition would be to the Lifeguard position that was added last year, known as Recreations Specialist 2, for those Lifeguards returning and that would now have 2 years of experience, which would be call Recreation Specialist 2B.

Other Business

There was no other business.

Adjournment - 6:42 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.