

Personnel Board Meeting
Tuesday, October 27, 2020, 6:00 P.M.
Virtual Meeting held via Zoom

Minutes

Attendance

Personnel Board

Vivian Hsu, Chair

Joseph Herlihy, Member

Rick Lunetta, Member

Staff

Rachel Glisper, Director of Human Resources

Chuck Murphy-Romboletti, Assistant Director of Human Resources

Guests

John Kirk

Call to Order – 6:01 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.

Managers/K-Scale Increases

Ms. Rachel Glisper 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.