

Personnel Board Meeting
Tuesday, December 18, 2018, 6:00 P.M.
Town Hall – Great Plain Conference Room

Minutes

Attendance

Personnel Board

Vivian Hsu, Vice Chair
Joseph Herlihy, Member
Rich Lunetta, Member

Staff

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

Others

Attorney Robert Riccio
Officer Richard Evans, President, Needham Police Union

Call to Order – 6:05 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.

New Position Description – Deputy Police Chief, Police Department

Ms. Rachel Glisper presented the position description for the new position of Deputy Police Chief to the Board. The description was developed through a collaborative process with the Police Chief and Human Resources. The Board asked what the salary range of the proposed K-27 classification was and HR Staff clarified.

Ms. Hsu called for a motion to approve the Deputy Police Chief position description. Mr. Herlihy moved and Mr. Lunetta seconded. The description was approved unanimously.

New Position Description – Compliance Coordinator, Department of Public Works

Ms. Glisper presented the position description for the new position of Compliance Coordinator to the Board. The description was developed through a collaborative process between the Director of Administration & Finance for Public Services, Carys Lustig, and Human Resources. Ms. Glisper clarified that this position had been approved within the FY19 Budget within a DSR4 request.

Ms. Vivian Hsu asked if it would be necessary to require this position to have prior experience specific to “compliance activities”. Human Resources staff explained that within the “Basic Knowledge” heading of the description was the requirement to have knowledge of Local, State and Federal laws as well as direct prior experience with compliance activities. Staff agreed with Ms. Hsu and noted that the identified language would be better suited under the “Experience” heading.

Ms. Hsu called for a motion to approve the Compliance Coordinator position description as amended. Mr. Herlihy moved and Mr. Lunetta seconded. The description was approved unanimously.

Amendment to Personnel Policy #106 – Pre-Employment Physicals

Ms. Glisper explained that the Board had previously voted to approve the amendments to the Pre-Employment Physicals Policy (#106), and the HR Staff was providing the text of the amendments to the Board for review at this time. The change noted that only employees as required by Collective Bargaining Agreement would be subject to pre-employment physicals. Ms. Glisper added that the pre-employment physicals still being conducted would now include a specialized lifting component based on job physical requirements. Mr. Lunetta suggested that the staff present this policy update to the Town's Excess Workers Compensation Insurance Carrier in case it helped the Town receive a favorable rate.

Schedule C – Revisions to Rates Effective January 1, 2019

Ms. Glisper explained that certain positions within the part-time position listing and wage scale known as "Schedule C" were proposed to be increased to meet upcoming state minimum wage increases.

Ms. Hsu called for a motion to approve the increases to the "Schedule C" Scale. Mr. Herlihy moved and Mr. Lunetta seconded. The new Policy as revised was approved unanimously.

Continuance, in order to open Executive Session – 6:30pm

Ms. Hsu called for a motion to continue the Personnel Board Meeting for the purpose of going into Executive Session. Mr. Herlihy so moved and Mr. Lunetta seconded. The motion carried.

Reopen – 6:51pm

Ms. Hsu called for a motion to reopen the Personnel Board's Regular Meeting. Mr. Herlihy so moved and Mr. Lunetta seconded. The meeting was reopened.

Other Business

Ms. Glisper asked the Board if they would like to prospectively schedule their next meetings. The Board and Staff discussed schedules and determined their next meetings would be Tuesday, January 8, 2019 at 6:00pm in Town Hall and Tuesday, January 15, 2019 at 6:00pm at Town Hall.

Adjournment - 6:56 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.