

Personnel Board Meeting
Tuesday, August 15, 2017, 6:30 PM
Town Hall – Great Plain Conference Room

Attendance

Personnel Board

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

Staff

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

Call to Order 6:33 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.

Benefits Administrator Position Description

Ms. Rachel Glisper stated that as part of the FY18 budget, the Human Resources Department received approval for an additional FTE of Benefits Administrator. The Benefits responsibilities were currently being handled by Assistant Director of Human Resources, Mr. Chuck Murphy-Romboletti, in addition to his other responsibilities. It was clear that the volume and breadth of the benefits responsibilities required a dedicated FTE, so the Benefits Administrator position was created, requested through the budget process and approved. The approval of the Job Description and applicable grading of the positions was now before the Personnel Board.

Mr. Murphy-Romboletti explained the new position description for the Benefits Administrator in detail. The position would report to the Assistant Director and was proposed to be graded at the GE-18 classification. The Board asked what the current salary range for GE-18 was, and Mr. Murphy-Romboletti responded \$52,084.50 up to \$65,344.50 at top step. The Board expressed some concern that the salary was not high as necessary to recruit quality candidates, although the grading did seem appropriate based on the work described and as written in the job description.

The Board suggested some methods to recruit candidates, such as reaching out to some of the Town's insurance carriers and local hospitals for advice on locations to post job openings.

Mr. Rick Lunetta made a motion to approve the position description for the Benefits Administrator as presented. Mr. Joseph Herlihy seconded, and the motion carried unanimously.

FY18/FY19 Management Compensation

Ms. Rachel Glisper explained that the management compensation scale, also known as the K-Scale, was proposed to be increased as shown, effective October 1, 2017. There were no questions or discussion from the Board.

Mr. Joseph Herlihy made a motion to approve K-Scale/Management Compensation salary tables for FY18 and FY19, effective 10/1/17. Ms. Vivian Hsu seconded, and the motion carried unanimously.

Memorandum of Agreement between the Town and the Needham Independent Public Employees Association (NIPEA) for Fiscal Years 2018, 2019 and 2020

Ms. Rachel Glisper explained that the Town had come to agreement with the NIPEA union on a MOA for the next 3 fiscal years. Ms. Glisper asked the Board if anyone had questions based on the MOA draft that was sent out, to which they had none.

Mr. Rick Lunetta made a motion to approve the MOA for Fiscal Years 2018, 2019, and 2020 between the Town and the Needham Independent Public Employers Association. Ms. Vivian Hsu seconded and the motion carried unanimously.

Other Business

There was no other business

Adjournment – 7:29 P.M.

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