

Personnel Board Meeting
Tuesday, November 23, 2021 4:00 PM
Zoom

Minutes

Attendance

Personnel Board

Vivian Hsu, Chair

Joseph Herlihy, Member

Rick Lunetta, Member

Staff

Chuck Murphy-Romboletti, Director of Human Resources

Tatiana Swanson, Assistant Director of Human Resources

Call to order, roll call and remote participation disclosure

Ms. Hsu opened the Personnel Board meeting, conducted roll call of attendees and announced the remote participation of attendees and recording of meeting in accordance with Governor Baker's order, the result of the current health crisis.

Review of Schedule C rate increases and title changes:

Mr. Murphy-Romboletti presented the proposed changes to Schedule C compensation Tables for part-time, seasonal, and temporary positions. Rate increases have been deduced based on minimum wage increases percentages for the past 5 years and comparable community surveys. Major changes include a new rate structure for Recreation specialists based on years of experience and removal of obsolete positions.

Ms. Hsu requested a motion to approve. Mr. Lunetta moved to approve the rate changes as presented, Mr. Herlihy seconded.

Motion passed.

Military Leave policy:

It's not quite ready to discuss, will be added to next meeting's agenda.

Other business

Ms. Hsu asked the Town's Human Resources team to prepare to present the CY2022 yearly outlook in matters that pertain to personnel.

Ms. Hsu asked if there any other foreseeable compensation and classification studies, there are not.

Ms. Hsu asked about major recruitment efforts for the beginning of CY2022. Mr. Murphy-Romboletti noted that we will be recruiting for a Director of Assessing, The Director of Building Design and Construction, a project manager, among others.

Ms. Hsu asked about any efforts to recruit a diverse workforce, Mr. Murphy-Romboletti stated that we have used more advertising platforms such as diversityjobs.com, school/college websites, professional association websites, and the use of our new applicant tracking system which is enabled to prevent diversity bias in the hiring process by hiding personal identifiable information until the hiring manager is ready to invite candidates in for an interview. Finally, we are still collecting self-ID forms from current and new employees.

Mr. Murphy-Romboletti states there is no other business.

Adjournment – 4:45 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. Motion approve, the meeting adjourned.