

Personnel Board Meeting
Tuesday, April 11, 2022 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

Kate Fitzpatrick, Town Manager.

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

Elected officials' salary: Article in Town Meeting Warrant

Mr. Murphy-Romboletti proposed a 3% increase for elected officials.

No discussion.

Mr. Lunetta moved to approve the motion. Mr. Herlihy seconded.

Vote in favor is unanimous.

Police & Fire Union Agreement: Article in Town Meeting Warrant

Mr. Murphy-Romboletti presented the highlights of the new 2-year MOA agreement with the Fire Union to be presented at Town Meeting. Police Union agreement is through FY2025.

The Fire MOA proposes as 3% increase in wages for FY2021 and a 2% for FY2022.

Mr. Herlihy asked is retro-pay would be needed. Ms. Fitzpatrick confirmed it would.

Ms. Hsu asked when will the Town start conversations for the next contract, Ms. Fitzpatrick replied in the Fall.

The Police agreement highlights include certification pay, per Policy Reform Law, an increased to Quinn pay to make it more uniform, and increase to detail wage, recognition of the Juneteenth Holiday and a change to the Holiday Pay structure.

Ms. Fitzpatrick shared with the Board that the Police Department supports removing civil service to widen the pool of candidates.

Ms. Hsu called for a motion to approve the union agreements. Mr. Herlihy seconded.

Vote in favor is unanimous.

Draft policy: Recruitment and Selection of Sworn Police Officers (for discussion only)

Ms. Fitzpatrick shared that the Select Board had comments, and that we are providing a draft only to give a sense of the process. It was noted that proof of Needham residence would no longer be required, which would expand the applicant pool.

Mr. Lunetta asked if the Town is able to conduct assessment centers internally, Ms. Fitzpatrick replied that we do not have the bandwidth to do it in-house. They might be a possibility in the future, but for now, we have qualified vendors.

Potential Reclassification of Public Works Positions: (for discussion only)

Mr. Murphy-Romboletti presented on potential DPW positions that were included in the most recent Comp and Class study and that may come before the Board for reclassification in the future. The reason is that some employees did not submit JAQs (Job Analysis Questionnaire) but still want an opportunity to capture the requirements of their jobs.

Ms. Hsu asked if it would go to the Supervisors for review first, Mr. Murphy-Romboletti replied in the affirmative.

Mr. Lunetta asked the number of positions that are up for re-classification, the answer is 5.

FY23 and FY24 Compensation Schedules – Non-Represented Employees

With the intention of keeping up with the ITWA compensation schedule, a proposed increase to wages for Non-Represented employees for the next two years was presented:

1% for FY23, effective 7/1/2022

2.5% for FY24, effective 7/1/2023

No discussion.

Mr. Herlihy moved to recommend the increase as proposed, Mr. Lunetta seconded. Vote in favor is unanimous.

NUARI Vision Statement Adoption:

Ms. Hsu presented and read the Needham Unite Against Racism Initiative (NUARI) Vision Statement for the Personnel Board's adoption.

Mr. Lunetta motioned to adopt the statement as read.

Mr. Herlihy seconded the motion.

Vote in favor is unanimous.

New business

Ms. Fitzpatrick is working on updating the Management Performance and Compensation policy, as well as the Deputy Chief and Chief recruitment policies.

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 – 4:43 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.