

Personnel Board Meeting
Thursday, April 13, 2023 4:00 PM
Great Plain Room, Needham Town Hall

Minutes

Attendance

Personnel Board

Vivian Hsu, Chair

Joseph Herlihy, Vice Chair

John Burns, Member

Mark Fachetti, 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 at 4:01 pm.

Town Meeting Warrant Articles:

- FY24 Elected Official Salaries

Selectboard amounts are staying the same at \$1,500

Change to Town Clerk's salaries increase of 2.5%, in line with non-rep positions.

Ms. Hsu asked if there were any questions, none posed.

Ms. Hsu entertained a motion to approve – Mr. Burns moved to approve and Mr. Herlihy seconded. All in favor, passed unanimous.

Outside Recruitment Services

Request of \$60K to be used for outside recruitment firms to hard to recruit, leadership and/or specialized firms. Mr. Murphy-Romboletti explained that we have used a recruitment firm in the past successfully and given the market conditions, this funding would allow us to continue to successfully recruit for those positions. The Finance Committee has already approved this request.

Hsu asked over the next two years how many positions would have benefit from this service. MR. Murphy-Romboletti stated several would, gave examples of past searches that were completed with a recruiter.

Mr. Fachetti asked if we had dedicated staff for recruitment. MR. Murphy-Romboletti explained that we do not, the work is split between the Director and Assistant Director and added that this is still a more economical solution than to hire a full-time staff for this work.

Mr. Burns asked if we think the amount is sufficient, Mr. Murphy-Romboletti replied that the amount to be requested was hard to estimate, but it was based on 10 searches at \$6,000 each.

Ms. Hsu offered that Town meeting members might be concerned about the request, and to keep costs of turnover, recruitment and retention in mind to inform Town meeting members of the need for this article to be approved.

Temporary Staffing Services

Request is for \$40K for 2 years, to fund temporary agency services costs to fill immediate gaps in turnover.

Ms. Hsu asked if there were any other questions or comments. None posed

Ms. Hsu entertained a joint motion to approve both articles – Mr. Herlihy move to approve articles as presented, Mr. Burns seconded, all in favor, passed unanimously.

Update on HR Advisory Committee proposal – draft Town Meeting Warrant Article

Kate met with the Town Moderator about a month ago, there is an issue in understanding the Personnel Board's operational role, where the board would approve policies and changes in classification and compensation before it's presented to the Select Board. As the Town by-law reads, these two would be the only difference in the new proposal.

Ms. Hsu asked if there were any questions or comments.

Mr. Fachetti asked if the Moderator would continue to appoint new members. Ms. Fitzpatrick said yes, he would continue to do so.

Ms. Hsu entertained a joint motion to recommend the warrant article – Mr. Herlihy move to recommend adoption of the article and amend the Town charter accordingly. Mr. Fachetti seconded, all in favor, passed unanimously.

Update on Grievances:

- Needham Police Union and Superiors

Mr. Murphy-Romboletti stated that the Town has been working with the Unions to seek resolution on the grievance. There is no resolution as of now, Town offered to go right to arbitration, the union is in agreement.

Ms. Hsu asked if the Personnel Board would still need to make a decision, Ms. Fitzpatrick replied that the Board would not. Ms. Hsu requested the record to reflect as such.

Meeting Minutes for Approval: January 28, 2023

Deferred to next meeting.

Discussion of Fire Union Collective Bargaining

Ms. Fitzpatrick updated the Board on the Civil Service vote - the Police department voted to leave civil service.

-Increased pay to EMT pay, looking to increase our services to full paramedic services. Will also allow us more flexibility in recruiting.

Ms. Hsu asked what percentage of our firefighters are EMTs, Ms. Fitzpatrick answered they are all paramedics.

Ms. Hsu asked if there was anything in the Fire Study performed a few years back that has not been implemented.

Ms. Fitzpatrick said that we renovated the fire stations and through the SAFER grant, we were able to increase Fire personnel and staff another ambulance.

-Expansion of Degree Programs – the contract allows for nursing, fire administration, and others, as those skills as very important skills for fire service to have.

-Working on a wellness program dedicated to Fire personnel, that includes health, mental health, wellbeing and more focused screening.

Ms. Fitzpatrick asked the Board for their support in the approval of the new agreement and leaving civil service.

Ms. Herlihy moved for the motions to be approved, if it so pleased the chair. Ms. Hsu seconded, all in favor, passed unanimously.

Other Business

Mr. Murphy-Romboletti stated the meeting packet includes a draft policy for **RECRUITMENT AND SELECTION OF FIREFIGHTERS POLICY AND PROCEDURES**, not yet ready for approval. There is also a revision to the Injury on Duty policy forthcoming.

No other new business

Adjournment – 4:54 P.M.

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