

Personnel Board Meeting
Thursday, July 31, 2023 4:00 PM
Great Plain Room, Needham Town Hall

Minutes

Attendance

Personnel Board

Vivian Hsu, Chair

Mark Fachetti,

John Burns, Member

Staff

Tatiana Swanson, Acting 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.

Reclassification Recommendation:

- Assistant Town Managers to Deputy:

Mr. Murphy-Romboletti explained that the Town is constantly looking at our jobs and comparable community's postings. In order to remain competitive, the recommendation is to increase the classification of these positions based on responsibilities. A memo summarizing the justification was included in the agenda packet.

A question on the scoring system by Mr. Burns prompted a discussion on the Town's classification system. Mr. Murphy-Romboletti explained the calculation behind the proposed new range for Grade 16.

Ms. Hsu suggested that Step 1 of Grade 16 should perhaps start at a higher amount. Ms. Fitzpatrick stated that the Town does have flexibility to increase above the range, should the need arise.

No other questions.

Mr. Fachetti made a motion that the Board moves to recommend the creation of the new grade 16, Mr. Burns seconded. All in favor, none opposed, motion passed.

Mr. Fachetti made a motion that the Board moves to recommend the title change from Assistant Town Manager to Deputy Town Manager, at Grade 16, Mr. Burns seconded. All in favor, none opposed, motion passed.

-Preview of future recommendations

Mr. Murphy-Romboletti explained that the Town has been trying to fill the former Procurement Officer/Assistant Director of Finance and has done so unsuccessfully. There will be more presented at the next meeting.

Personnel Policy Changes/Creations:

-NEW: #109 – Recruitment & Selection of Firefighters

This policy would replace the Civil Service policing for recruiting firefighters.

Mr. Fachetti made a motion that the Board votes to recommend Policy #109. Mr. Burns seconded. All in favor, none opposed, motion passed.

-REVISION: #413 – Injury on Duty - Fire

The union supports the changes to this policy. The change specifies that employees on Injury on Duty status follow the recommendations of the treating physician.

Mr. Fachetti made a motion that the Board votes to recommend the changes to Policy #413. Mr. Burns seconded. All in favor, none opposed, motion passed.

Project Updates:

-Hiring Activity/Staff Transitions

Mr. Murphy-Romboletti presented on the hiring activity in the last month, including retirements, separations, new hires and seasonal student interns.

-Training & Development Activity

- Mental Health in the Workplace Training

- DEI&B RoundTable Discussions

- Effective Management Training

- MCAD Train the Trainer

-Other Projects/Activity

Mr. Murphy-Romboletti announced that he has accepted another position in the town of South Hadley.

No vote, informational only.

Meeting Minutes for Approval: April 13, 2023

Deferred to next meeting.

Other Business

No other new business

Adjournment – 5:01 P.M.

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