

**Personnel Board Meeting**  
**Wednesday, April 24, 2024, 4:00 PM**  
**Great Plain Room, Needham Town Hall**

**Minutes**

**Attendance**

Personnel Board

Vivian Hsu, Chair  
Rita Vogel, Member  
John Burns, Member  
Mark Fachetti, Member

Staff

Tatiana Swanson, Director of Human Resources  
Taylor Donaldson Jhurani, Asst. Director of HR  
Justine Baker, HR Operations & Benefits Administrator  
Sara Shine, Director of Youth & Family Services

Call to order, roll call and remote participation disclosure.

Mrs. Hsu opened the Personnel Board meeting at 4:07 pm. Members introduced themselves.

New Positions – Community Training Coordinator (Youth and Family Services)

Ms. Swanson provided a brief overview of the newly created position of Community Training Coordinator within the Youth and Family Services Division of Health and Human Services Department. Ms. Swanson stated the position will be a Grade 6, nonexempt, position within the Town's Classification and Compensation grading scale.

Ms. Shine, Director of Youth and Family Services provided an overview of the Youth and Family Services Department. She stated they have a small mental health division focused on improving the mental health of the community, with individual and group therapy being offered. The Department also provides training initiatives such as Mental Health First Aid to adults as well as Needham High School Students. Ms. Shine stated the Town received \$200,000 from Childrens Hospital to fund the Community Training Coordinator as children are experiencing mental health challenges more now than ever before. This position will assess the needs of the community, to help train the community on how to assist with the mental health crisis.

The Board had a lengthy discussion regarding the grade, classification, and job description of this position. The Board asked that Ms. Swanson and Ms. Shine take another look at the Classification and Compensation study and rethink the grading of this position.

**Mr. Fachetti made a motion to recommend approval by the Select Board, of the newly created position of Community Training Coordinator, pending HR and Youth & Family Services review of the classification and job description. Mrs. Vogel seconded; All in favor, no opposition; Motion carries unanimously.**

Home Rule Petition – Human Resources Advisory Committee

Ms. Swanson thanked the board for their patience during this process. She stated that the Human Resources Department will continue to gather the committee to partner for long term strategic planning.

Collective Bargaining Agreement:

NIPEA – Needham Independent Public Employee Association FY2025 – FY2027

Ms. Swanson stated that the Town has reached an agreement with the Needham Independent Public Employers Association (NIPEA) for the period of FY2025-FY2027. The Select Board voted to approve the

MOAs at their meeting on April 16, 2024, and the Finance Committee voted to recommend adoption at their meeting on April 24, 2024.

#### ITWA- Independent Town Workers Association FY2025-FY2027

Ms. Swanson stated the Town has reached agreement with the Needham Independent Town Worker's Association (ITWA) for the period FY2025-FY2027. The Select Board voted to approve the MOAs at their meeting on April 16, 2024, and the Finance Committee voted to recommend adoption at their meeting on April 24, 2024.

**Mr. Fachetti made a motion to recommend adoption of Article 4 and 5 on the Annual Town Meeting Warrant, scheduled for May 6, 2024. Mrs. Vogel seconded. All in favor, no opposition; Motion carries unanimously.**

#### Project Updates:

Ms. Swanson presented an overview of the newly added Personal Use of Social Media Policy #431. She stated the policy provides guidance and establishes parameters for the appropriate use of the Town's social media platforms (i.e. Facebook, Instagram, LinkedIn, etc.). Ms. Swanson also stated that this policy represents added liability protection for the Town. It speaks directly to employee use of personal social media accounts.

The board had a brief discussion regarding whether or not the policy applies to Town boards and committees. Ms. Swanson stated that this policy currently does not apply to boards and committee members.

Ms. Swanson presented an overview of the newly added Family and Medical Leave Policy and Procedures #312. She stated that this policy mirrors the Federal Family and Medical Leave Act provisions and outlines operational procedures for employees in requesting and complying with the provisions of the FMLA Leave Act. Ms. Swanson stated the policy is more expansive and more contemporary to better align with the changing definitions, i.e. definition of spouse. This also offers flexibility for the workforce.

#### Hiring Activity/Staff Transitions

Ms. Donaldson Jhurani provided a Hiring Activity and Staff Transition update to the board. She stated there have been 10 new hires, 1 rehire, 7 promotions, and 13 terminations since the last board meeting. Included in the above-mentioned list of new hires, rehire, and promotions is the Director of Administration of Public works, Director of Public Library, Emergency Administrator, Town Treasurer/Collector and Town Clerk. Ms. Donaldson Jhurani stated she has attended several local career fairs in the month of March, including fairs held at Merrimack College and Framingham State University.

#### Training & Development Activity

Ms. Donaldson Jhurani stated the following trainings were held since the last board meeting:

- Subjects of Desire Movie Viewing along with Q&A with Movie Producer
- Employee Focus Groups with Diversity at the Workplace

#### Other Projects/Activity

Ms. Donaldson Jhurani stated the Department is crafting a personal finance series for employees entitled Money Monday\$.

#### Meeting Minutes for Approval: 3/5/2024

**Mr. Fachetti made a motion to approve the meeting minutes on 3/5/2024. Mr. Burns seconded. All in favor of the motion. None opposed. The motion passed unanimously.**

Ms. Hsu thanked the staff for a very productive last meeting.

#### Any other business

No other business.

#### Adjournment

**Mr. Burns motions to adjourn the Personnel Board meeting. Mr. Fachetti seconds the motion. All are in favor of the motion. The meeting is adjourned at 6:08pm.**