

Town Of Needham
Minutes of Personnel Board Meeting
June 16, 2008

Present: Mr. John Dennis, Chair, Ms. Patty Forde, Assistant Chair, Mr. Rick Lunetta, Ms. Vivian Hsu, Mr. Christopher Coleman, Assistant Town Manager/Personnel Director and Ms. Betsy Spiro, Recording Secretary

Convene: 6:30 p.m., Needham Free Public Library

Review/Approve Minutes: The minutes of the April 14, 2008 were reviewed. Mr. Rick Lunetta made a motion to accept the minutes of April 14 with correction of several grammatical errors and Ms. Patty Forde seconded this motion and this motion was approved by the Board with Ms. Hsu voting present.

Current Business: Mr. Coleman gave a recruitment update to the Board. He also informed the Board that the position of Director of Facility Operations has been filled by Mr. Chip Lafferty.

The Board then discussed the new/revised position descriptions beginning with HR Director. This Director will serve as a key member of the management team and will work with other managers to effectively manage the human resources functions of the Town in accordance with the Town Charter. After a thorough discussion, Mr. Rick Lunetta made a motion to accept the scoring and compensation as presented, after some minor corrections pointed out by both Ms. Vivian Hsu and Mr. John Dennis. This motion was seconded by Ms. Patty Forde as amended and approved unanimously by the Board.

The Board then discussed the position of Human Resource Administrator formerly known as Assistant to the Personnel Director/Benefits Coordinator. This position will provide professional staff support to the Human Resources Director. Ms. Patty Forde made a motion to accept the position now titled Human Resource Administrator as discussed and Mr. Rick Lunetta seconded this motion and this motion was approved unanimously by the Board.

The Description of Assistant Town Manager was reviewed. Ms. Vivian Hsu made a motion to accept the position as revised by the Board and Ms. Patty Forde seconded this motion and it was approved unanimously by the Board.

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Next, the Assistant Town Manager/Finance Director position was reviewed with no change in classification. Mr. Rick Lunetta made a motion to accept the position as written and Ms. Vivian Hsu seconded this motion and it was approved unanimously by the Board.

Mr. Coleman then defined for the Board the position of Network Manager. After discussion by the Board, Ms. Patty Forde made a motion to accept the change from the title of Network Administrator to Network Manager and change the classification from a PT4 to PT6 and Mr. Rick Lunetta seconded this motion and it was approved unanimously by the Board.

The position of Financial System Application Manager was then discussed. Ms. Vivian Hsu made a motion to change the title of this position to Financial System Administrator and Ms. Patty Forde seconded this motion, but Mr. Rick Lunetta declined to make this a unanimous vote.

The position of Senior Program Coordinator was then discussed. This position will be temporary, 19 ½ hours and listed as part time. The candidate will work on specific programs and be rated at NR5. Ms. Vivian Hsu made a motion to accept this position as NR5 and Mr. Rick Lunetta seconded the motion and it was approved unanimously by the Board.

Attention was then turned to Fiscal Year 2009 Schedule A. Mr. Rick Lunetta made a motion to accept Schedule A for FY2009 and Ms. Vivian Hsu seconded this motion and it was approved unanimously by the Board.

Adjourn: At 8:45 p.m. Ms. Vivian Hsu made a motion to adjourn and this motion was seconded by Ms. Patty Forde and approved unanimously by the Board.

Meeting notes submitted by Ms. Betsy Spiro