

PERSONNEL BOARD MEETING MINUTES

November 13, 2018

Submitted by Linda Unger, Human Resources Administrator

CALL TO ORDER

The meeting was called to order at 7:35 p.m.

Members in attendance: Joseph Emerson, Chair; Robert M. Shea, Vice Chair; Douglas Hyde; Rory Laughna; and Rachel Lipton. Also in attendance: James Gavin, Town Treasurer; Pamela Dukeman, Finance Director; Joan Courtney Murray, Human Resources Director; and Linda Unger, Human Resources Administrator.

APPOINTMENTS TO COME BEFORE THE BOARD

- James Gavin, Town Treasurer, and Pamela Dukeman, Finance Director, presented a revised job description for Assistant Town Treasurer. The last review of the position took place in 2007 and both agreed there have been many significant changes to the role in the past 11 years.

Ms. Dukeman stated the Assistant Treasurer position is responsible for cash flow of approximately \$100 million per year. It is a core part of the Finance team and the incumbent performs work equal to that of the Town Accountant. Treasurer Gavin added that the Assistant Treasurer position is the eyes and ears for him in his elected position and has a great deal of autonomy. It is a very significant role requiring exceptional skills and integrity. The Assistant Treasurer position carries a tremendous amount of responsibility, and requires a lot of communication, training, and on-line payments as a result of the immense technology changes during the past decade.

The Board asked what the primary differences in responsibilities are in the revised job description. The response was: “Student Activities Funds which are governed by State rules; oversight for the Other Post-Employment Benefits (OPEB) Trust of approximately \$8 million; On-line debt payments, e.g., employee retirement funds, and on-line transfer of employee withholdings.” (It was noted that automation doesn’t always make things easier.) Also, the State has requirements for “Transparency” which necessitates the Assistant Treasurer knows and abides by these laws. The Board asked how long the Town Accountant position has been placed at Grade 14; the response was “2015”. The Finance Director noted that a potential upgrade to the position can be made retroactive to July 1, 2018, since the revised job description has been on the docket for a long time.

ACTION ITEMS

- Minutes from the September 25, 2018, meeting were reviewed and the following action was taken:
 - D. Hyde moved to approve the minutes as written; R. Laughna seconded. All voted “In Favor”.

- With regard to the revised job description for Assistant Treasurer, the Board requested a small edit be made to reflect that the Assistant Treasurer supervises “one” employee. Taking into consideration the discussion with the Town Treasurer and Finance Director, the Board took the following action:
 - D. Hyde moved to accept the revised job description for Assistant Treasurer as amended and to place the position at Grade 14 on the ATP Compensation Plan; R. Shea seconded the motion. All voted “In Favor”.
 - R. Lipton moved to place the incumbent at the Grade 14, Level 3 annual rate of \$90,113 effective retroactively to July 1, 2018; R. Laughna seconded the motion. All voted “In Favor”.

- The Recreation Program Manager job description was updated and presented for the Board’s approval. There were modest changes to the document with the most significant change pertaining to overseeing summer camps, which is now handled by a Camp Director. The Board pointed out several grammatical edits and subsequently took the following action:
 - R. Lipton moved to approve the Recreation Program Manager job description as amended and to keep the position at Grade 8 on the ATP Compensation Plan; R. Laughna seconded the motion. All voted “In Favor”.

- An updated Recreation Program Administrator job description was presented for approval. Minor changes were made to the document, to include field event scheduling, coordination and invoicing. The Board acknowledged the changes and took the following action:
 - R. Laughna moved to approve the Recreation Program Administrator job description as amended and to the keep the position at Grade 9 on the ATP Compensation Plan; R. Shea seconded the motion. All voted “In Favor”.

- In November 2016 the Recreation Department revised and upgraded the “Aquatics Specialist” position and retitled it “Aquatics Assistant Manager”. Based on high demand for aquatics programs, the Recreation Department has revisited the need to add additional staff to the Aquatics area and would like to reactivate the Aquatics Specialist position. The updated job description was presented for the Board’s approval. After reviewing the job description and requesting elimination of parts (e) and (f) under “Special Requirements”, the Board took the following action:
 - R. Laughna moved to approve the Aquatics Specialist job description as amended and to place the position at Grade 7 on the ATP Compensation Plan; R. Shea seconded the motion. All voted “In Favor”.

DISCUSSION ITEMS

- The Paid Family Medical Leave Program passed into law on June 28, 2018, with an effective date of January 1, 2019, was briefly discussed. The new program provides Commonwealth employees who contribute to the program the ability to take paid leave for up to 12 weeks a year to care for a family member or bond with a new child; up to 20 weeks a year to deal with a personal medical issue; and up to 26 weeks to deal with an emergency related to deployment of a family member for military service. As far as the Town of Westwood's compliance to this law, it is understood that municipalities can elect to choose or ignore participation in the program.
- The minimum wage paid in Massachusetts will increase to \$12.00 per hour on January 1, 2019, and \$1.00 per year thereafter to a maximum of \$15.00 per hour. While the Town of Westwood is not obliged to increase its minimum wage, the Board expressed an opinion that in order to stay competitive with respect to some positions on the Recreation PTSO Compensation Plan, it has no choice but to increase the minimum wage. A Board Member asked if there is a way to shrink the Recreation PTSO Compensation Plan. (A revised copy the Recreation PTSO Compensation Plan was drafted and is currently under review by the Recreation Department.)

NEXT MEETING: January 15, 2019, at 7:30 p.m., Selectmen Meeting Room

ADJOURNMENT: The meeting adjourned at 9:10 p.m.