

PERSONNEL BOARD MEETING MINUTES
November 5, 2019
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 Shea, Vice Chair; Douglas Hyde; Rory Laughna; and Rachel Lipton.

Also in attendance: Michael Jaillet, Town Administrator; Joan Courtney Murray, Human Resources Director; and Linda Unger, Human Resources Administrator.

APPOINTMENTS TO COME BEFORE THE BOARD

- Town Administrator Michael Jaillet attended the meeting with the dual purpose of addressing revisions to the Recreation Director job description and bidding farewell to the Personnel Board pending his retirement from the Town of Westwood in early December.

With respect to the revised job description, the Town Administrator clarified that the additions to the job description are duties that were considered essential to the job before being added as revisions. The duties have always been there; they are not new responsibilities. Previous directors have handled the same types of projects as those listed in the revision. While the size of the Recreation Department has remained constant, within the past few years it became and continues to be a licensed camp.

At the conclusion of the meeting, the Town Administrator expressed his gratitude to the Personnel Board members for their support throughout their mutual tenure.

ACTION ITEMS

- The Recreation PTSO Compensation Plan for calendar year 2020 was submitted for the Board's approval. Massachusetts' minimum wage will increase to \$12.75 per hour effective January 1, 2020, and the Town of Westwood has elected to adopt the policy (although municipalities are excluded from the Massachusetts Minimum Wage Law). The compensation plan was restructured mindful of possible salary compression and with the goal of maintaining a 2% increase between steps in Grades 3 through 9. It was noted that the Recreation PTSO Compensation Plan is funded by revenues generated from Recreation programs. The Board suggested that on future Recreation PTSO comp plans some positions be consolidated so as to avoid salary compression; also, it may be advantageous to break out aquatics positions from other camp program positions.

- R. Shea moved to approve the Recreation PTSO Compensation Plan for 2020; R. Lipton seconded. All voted “In Favor”.
- The revised job description for Recreation Director was further reviewed by the Board with the Town Administrator present. The Board sought clarification from the Town Administrator on some of the proposed wording in the revised job description. As a result, edits to the document were recommended. The revised job description was rated using the HRS Municipal Position Classification and Rating Manual, which placed the position at Grade 13, its current placement. The Board further recommended that the Town conduct a study of all positions on the ATP Compensation Plan, since an ATP compensation study has not been undertaken since 2010.
 - D. Hyde moved to approve the revised Recreation Director job description to include the edits discussed and that the position remain at Grade 13 on the ATP Compensation Plan; R. Laughna seconded. All voted “In Favor”.
- The March 26, 2019, meeting minutes were reviewed and the following action was taken:
 - R. Shea moved to approve the March 26, 2019 minutes as written; R. Laughna seconded. All voted “In Favor”.
- Minutes of the June 11, 2019 meeting were put on hold due to the omission of an action taken at the meeting.

DISCUSSION ITEMS

- The Human Resources Director provided an update on negotiations with members of the Department of Public Works bargaining unit. A draft of a FY20 DPW Compensation Plan has been verbally agreed to by the UFCW members. The compensation plan will be presented to the Select Board on November 18, 2019, for approval and subsequent ratification by both parties.

NEXT MEETING: December 9, 2019, at 7:30 p.m.

ADJOURNMENT: The meeting adjourned at 8:45 p.m.