

**PERSONNEL BOARD MEETING MINUTES
AUGUST 30, 2022**

The Personnel Board meeting of August 30, 2022, was conducted via remote participation.

ATTENDANCE AND CALL TO ORDER

Molly Kean, Assistant Town Administrator/Human Resources Director called the meeting to order at 7:04 p.m. Roll call:

Celeste Goldkamp	Present
Douglas Hyde	Present
Lamars Hughes	Present
Rachel Lipton	Present
Joan Courtney Murray	Present

Ms. Kean introduced two new members to the Personnel Board, Lamars Hughes and Joan Courtney Murray, who were appointed to fill vacancies left by Joseph Emerson, Jr., and Rory Laughna.

The first order of business addressed the election of a Personnel Board Chair and Vice Chair.

- J. Courtney Murray motioned to nominate Douglas Hyde as Chair; C. Goldkamp seconded. The motion was unanimously accepted.
- D. Hyde nominated Rachel Lipton as Vice Chair; C. Goldkamp seconded. The motion was unanimously accepted.

APPOINTMENTS TO COME BEFORE THE BOARD

- Lou Rizoli, Chair, Westwood Housing Authority (WHA), and President, Westwood Affordable Housing Associates, Inc. (WAHA), attended the meeting and provided an overview of WHA and the growth it's seen in recent years. Mr. Rizoli's attendance at the meeting was to support the *Westwood Housing Coordinator* job description (formerly titled *Westwood Housing Administrator*) which was on the agenda. The Board reviewed the revised job description and took the following action:
 - J. Courtney Murray motioned to approve the *Westwood Housing Coordinator* job description as amended; C. Goldkamp seconded. Roll call:

R. Lipton	Aye
C. Goldkamp	Aye
L. Hughes	Aye
J. Courtney Murray	Aye
D. Hyde	Aye

Currently, the *Westwood Housing Coordinator* position is placed at Grade 9 on the ATP Compensation Plan. The Board requested further information be presented at the next meeting to better determine if Grade 9 is an accurate placement for the position.

- A job description for *Human Resources Generalist* was presented to the Board for review and approval. The position reports to Molly Kean, Assistant Town Administrator/Human Resources Director, who discussed her vision for the position. The Board requested several edits to the document and the following action was taken:

- C. Goldkamp motioned to approve the job description for *Human Resources Generalist* as amended; J. Courtney Murray seconded. Roll call:

R. Lipton	Aye
C. Goldkamp	Aye
L. Hughes	Aye
J. Courtney Murray	Aye
D. Hyde	Aye

- R. Lipton motioned to place the *Human Resources Generalist* position at Grade 10 on the ATP Compensation Plan; J. Courtney Murray seconded.

R. Lipton	Aye
C. Goldkamp	Aye
L. Hughes	Aye
J. Courtney Murray	Aye
D. Hyde	Aye

- The Personnel Board reviewed a job description for *Administrative Analyst*. Ms. Kean outlined the essential functions of the position and stated that this is a new role in the Select Board Office reporting to the Assistant to the Town Administrator. The Board recommended several edits to the document and subsequently took the following action:

- R. Lipton motioned to approve the *Administrative Analyst* job description as amended; L. Hughes seconded. Roll Call:

C. Goldkamp	Aye
J. Courtney Murray	Aye
L. Hughes	Aye
R. Lipton	Aye
D. Hyde	Aye

- C. Goldkamp motioned to place the *Administrative Analyst* position at Grade 7 on the ATP Compensation Plan; R. Lipton seconded. Roll Call:

R. Lipton	Aye
C. Goldkamp	Aye
L. Hughes	Aye
J. Courtney Murray	Aye
D. Hyde	Aye

- **Meeting minutes from June 7, 2022**

- C. Goldkamp motioned to approve the June 7, 2022, minutes as written; D. Hyde seconded. Roll call:

D. Hyde	Aye
C Goldkamp	Aye
J. Courtney Murray	Abstain
R. Lipton	Abstain
L. Hughes	Abstain

DISCUSSION ITEMS

- Personnel Board members briefly discussed whether to continue holding Board meetings remotely or make the switch to in-person meetings moving forward. The next meeting will be held in person.

NEXT MEETING: TBD

ADJOURNMENT

- C. Goldkamp motioned to adjourn the meeting; L. Hughes seconded. Roll call:

R. Lipton	Aye
C. Goldkamp	Aye
L. Hughes	Aye
J. Courtney Murray	Aye
D. Hyde	Aye

The meeting adjourned at 8:16 p.m.