

**PERSONNEL BOARD MEETING MINUTES
OCTOBER 19, 2022
WESTWOOD PUBLIC LIBRARY SMALL CONFERENCE ROOM**

ATTENDANCE AND CALL TO ORDER

The meeting was called to order at 7:02 p.m. Members Present: Celeste Goldkamp; Joan Courtney Murray; Lamars Hughes; Rachel Lipton, Vice Chair; and Douglas Hyde, Chair.

Also present: Molly Kean, Assistant Town Administrator/Human Resources Director; and Linda Unger, Recording Secretary.

APPOINTMENTS TO COME BEFORE THE BOARD

- Lou Rizoli, Westwood Housing Authority (WHA) & President, Westwood Affordable Housing Associates (WAHA), was present as a follow up to the August 30, 2022, Personnel Board meeting. At the August meeting, the Board asked that further information be presented in order to determine if the revised and approved *Westwood Housing Coordinator* job description is correctly placed on the ATP Compensation Plan. The Board made the distinction that an increase in responsibilities and complexity in the position would justify a position upgrade, whereas an increased volume of work speaks to the need for additional hours to effectively perform the job.

At the conclusion of the discussion with Mr. Rizoli, the Board determined that the job description is appropriately classified at Grade 9 on the ATP Compensation Plan. No motion was necessary.

- A job description for *Office Manager – Human Services* was presented to the Board for approval. The position of *Office Manager* currently exists on the SEIU Compensation Plan and is classified at Grade 8. Molly Kean clarified that there are several employees in various departments who hold the title of *Office Manager*: Fire, Police and Department of Public Works. This job description is specific to the newly-formed Human Services Department, which oversees various Town departments. The current part-time Youth & Family Services Administrative Assistant will take on the additional role of *Office Manager – Human Services* for 4-5 hours initially, but the hours are expected to grow quickly. The Board reviewed the job description and took following action:
 - R. Lipton motioned to approve the job description for *Office Manager – Human Services*; J. Courtney Murray seconded. All members voted “Aye”.
- The Personnel Board reviewed a job description for *Housing and Land Use Planner*. M. Kean clarified some of the essential functions of the position and stated that the job description was a result of the separation of duties between two previous job descriptions. The Board recommended several edits to the document, including the title, and subsequently took the following action:

- C. Goldkamp motioned to approve the job description as amended with the title of “Planning Administrator (Housing & Land Use); R. Lipton seconded. All members voted “Aye”.
- R. Lipton motioned to place the Planning Administrator (Housing & Land Use) position at Grade 9 on the ATP Compensation Plan; J. Courtney Murray seconded. All members voted “Aye”.
- Meeting minutes from August 30, 2022, were reviewed.
 - L. Hughes motioned to approve the August 30, 2022, minutes with the correction to the members’ votes; J. Courtney Murray seconded. All members voted “Aye”.

DISCUSSION ITEMS**NEXT MEETING:** TBD**ADJOURNMENT**

- L. Hughes motioned to adjourn the meeting; C. Goldkamp seconded. All members voted “Aye”. The meeting adjourned at 8:11 p.m.