

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
September 27, 2010 7:00 pm

Members Present: N. McCarthy (NM), J. Evans (JE), P. Schneider (PS), N. Willard (NW),

Also in attendance: J. Senchyshyn (JS)

NM called the meeting to order at 7:05 pm.

Public Comment: None

Review of August 16, 2010 Meeting Minutes:

The following correction was made:

... NM ~~MP~~ called the meeting ...

... so that **he** could compare ...

PS moved to approve the minutes of the meeting as amended. NW seconded the motion. Four members having voted in the affirmative, the motion passed.

Review of August 16, 2010 Executive Session Minutes:

PS moved to approve the minutes of the meeting. NW seconded the motion. Four members having voted in the affirmative, the motion passed.

Annual Report

JS reviewed the draft Annual Report for the Personnel Board. The Board discussed the year’s business. NW suggested beginning the 4th paragraph with the phrase “Throughout the year,”.

PS moved to approve the Annual Report as amended. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

Draft CORI Policy and Draft Information Security Policy

JS presented 2 draft policies to the Board. Both policies were created to ensure compliance with new state legislation. Pending Board agreement with the drafts, the policies will be forwarded to Labor Counsel for review. The CORI Policy would be brought back to Board for approval. The Information Security Policy would ultimately be approved by the Town Administrator, but since the policy would apply to a large portion of the personnel documents under the Personnel Board’s jurisdiction, JS wanted the Board to be aware of the policy prior to its adoption. The Board discussed the

policies, and was in agreement with the content. The consensus of the Board was to forward the policies to Labor Counsel for review.

Employment Application - Revisions

JS proposed 2 revisions to the Employment Application: 1. Remove the inquiry into a applicant's criminal conviction record in order to be compliant with the new CORI legislation, and 2. Remove the Social Security Number. The latter is unnecessary for the purpose of applying for a position, and is not needed unless an applicant becomes a finalist to fill a vacancy. JS requested the Board formally approve the changes in that the application is an attachment to an approved personnel policy.

JE moved to approve the Employment Application as amended. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

Finance Assistant/ Payroll – Starting Wage Rate

JS reviewed the process to fill the payroll vacancy. Given the urgency to fill the position, and given that the Town did not have a pool of qualified applicants, a search firm had been employed. Marilyn Carr had been selected to fill the vacancy. Given her background and years of payroll experience, JS recommended that the Board approve a starting wage rate of Step 8, \$44,425.

PS moved to approve a starting wage rate of Grade C-14, Step 8 on the SEIU wage scale. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

Special Town Meeting (STM) Articles

JS discussed the Town Administrator's request for Town board's to review and comment on warrant articles in advance of STM. The thought was to limit questions and concerns on Town Meeting floor and address boards' concerns prior to Town Meeting. Following a brief discussion, it was the consensus of the Board that they did not have any comments or concerns with respect to the warrant articles as there was nothing contained in the articles that was within their jurisdiction.

NW made a motion to move into Executive Session for the purpose of discussing collective bargaining strategy and negotiating non-union employment agreements as conducting such business in Open Session will have a detrimental effect on the Board's negotiating position. JE seconded the motion.

NM took a roll call vote:

Member Willard	Aye
Member Schneider	Aye
Member Evans	Aye
Chair McCarthy	Aye

The Board members having voted 4-0 to move into Executive Session, the motion carried. NM announced that the Board would be going into Executive Session for

approximately 45 minutes for the stated purpose. The Board would be returning to Open Session.

The Board entered Executive Session at 8:00 pm.

The Board returned to Open Session at 8:40 pm.

Community Health Nurse (CHN) - Job Share

JS reviewed the history to a current CHN vacancy at Happy Hollow School. There was a request to fill the position by creating a job share between a current CHN and a current substitute nurse. The Public Health Director and the Public Health Nurse support the job share, as does JS.

PS moved to approve the CHN job share at Happy Hollow School. JE seconded the motion. Four members having voted in the affirmative, the motion passed.

New Business – Economic Development Committee

NW addressed the Board regarding his role on the Economic Development Committee. He raised a number of the challenges that Wayland faces with respect to commercial development and the existing tax base.

New Business – Board Documents

JE suggested reducing the amount of paper that members receive in their board packets. Members had varying opinions on receiving documents electronically. PS suggested using 2-sided documents in the packets. JS indicated that he would begin sending items via email which might not be essential for discussion at a meeting. The Board could determine if it wanted to expand upon the use of electronic documents in the future.

Old Business

None

Next Meeting

The Board scheduled its next meeting for 11/1/10 at 7:00 pm.

NW moved to adjourn the meeting. PS seconded the motion. Four members having voted in the affirmative, the motion passed. The Board adjourned at 9:20 pm.

John Senchyshyn
ATA/HRD