

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
May 20, 2013 7:00 pm

Members Present:

N. McCarthy (NM), N. Willard (NW), P. Schneider (PS), J. Green (JG)

Also in attendance: J. Senchyshyn (JS)

NM called the meeting to order at 7:00 pm.

Public Comment:

None

Review of March 18, 2013 meeting minutes:

The draft minutes were amended as follows:

... ~~federal~~ **retiree** drug subsidy (~~FDS~~ **RDS**), ...

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 March 18, 2013 Executive Session meeting minutes:

The draft minutes were amended as follows:

... legal ~~sign-off~~ **release**. ...

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 April 19, 2013 meeting minutes:

The draft minutes were amended as follows:

... facility be ~~compiled~~ **compiled** in advance ...

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 April 19, 2013 Executive Session meeting minutes:

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

M. Peabody (MP) arrived at 7:05 pm

Review of April 22, 2013 meeting minutes:

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

Review of April 22, 2013 Executive Session meeting minutes:

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

Firefighter 2012-2013 Vacation Requests

JS reviewed the requests from firefighters for annual vacation carryover or payment. Requests were within contractual guidelines. JG inquired about excess carryover building up. JS responded that the firefighters are required to request their carryover each year, so that the Board would be aware if vacation time was not being used. JS also informed the Board that Kyle McLaughlin should be removed from the list in that he is resigning prior to the end of the year to accept a civil service appointment in Cambridge.

MP moved to approve the firefighters' requests for vacation carryover and vacation payment in accordance with the collective bargaining agreement. NW seconded the motion. Five members having voted in the affirmative, the motion passed.

Performance Evaluation

JS reported that all Department Heads had been provided with anniversary dates for their staff for the purpose of conducting performance evaluations. As of the distribution of the list in early May, all Department Heads were notified that evaluations must be conducted for employees whether or not a step increase is due. JS suggested allowing Department Heads several months to conduct evaluations and receive their feedback on the format prior to the Board discussing changes. NW inquired if any materials were distributed to Department Heads or staff regarding evaluations. JS replied there was not. He had offered to meet with Department Heads either individually or collectively to discuss the process. NM commented that this was a step in the right direction.

OPEB Study Committee

JS referred to the enclosed Committee description in the packet. Members posed questions regarding the Committee's objectives. JS responded but indicated that he was not clear of several of the numbered items. The Board discussed the possible intent. NM informed the Board of a concern raised by the FinCom Chair B. Steinberg regarding the selection process

for their representative. At issue was whether the FinCom or the BOS would appoint the representative. A copy of an email from Steinberg was distributed to the Board. Members were of the opinion that they should be able to designate their representative to the Committee. JS reviewed current commitments of the members. MP expressed an interest in representing the Personnel Board on the OPEB Study Committee.

PS moved to designate M. Peabody as the representative of the Personnel Board for the OPEB Study Committee. NW seconded the motion. Five members having voted in the affirmative, the motion passed.

Health Insurance Dependent Eligibility Audit

JS reported that as part of the recent health insurance reform legislation, the MA legislature amended Chapter 32B by adding a new Section 26. Section 26 requires the appropriate public employer to conduct an enrollment eligibility audit for health insurance coverage every two years.

The West Suburban Health Group, Wayland's health insurance consortium, contracted to perform an audit focused on dependent coverage. The contract concluded on April 30, 2013. All audit documentation will be forwarded to member communities. Following several letters and emails, sixteen School/Town employees and retirees have failed to provide the requested dependent documentation. One final notice is being mailed, along with one last phone call. Dependent documentation is expected to continue to arrive over the next two weeks. Failure to respond to the final notice will result in the termination of dependent health care coverage. No employee's or retiree's health insurance will be terminated for failing to provide the dependent documentation.

Executive Session:

PS made a motion to move into Executive Session under M.G.L. c. 30a, Sec. 21(3) for the purpose of collective bargaining strategy discussions regarding Teamster and AFSCME DPW grievances, Police prohibited practice charge and successor collective bargaining strategy for Fire negotiations as a discussion in an open meeting may have a detrimental effect on the Board's position. NW seconded the motion.

NM took a roll call vote:

Member Green	Aye
Member Schneider	Aye
Member Willard	Aye
Vice-Chair Peabody	Aye
Chair McCarthy	Aye

The Board members having voted 5-0 to move into Executive Session, the motion carried. NM announced that the Board would be going into Executive Session for approximately 1 hour for the stated purpose. The Board would be returning to Open Session.

The Board entered Executive Session at 7:35 pm.

The Board returned to Open Session at 8:55 pm.

Topics not Anticipated 48 Hours in Advance of the Agenda

JS reported that the Police Chief had submitted a request for a review of the Police Lieutenant's wages. The request resulted from the Police Department's participation in a survey conducted by a neighboring town. JS stated that the request would be taken up at future meetings as little data is currently available.

Next Meeting:

The Board scheduled its next regular meeting for 6/24/13 at 7:00 pm.

NW moved to adjourn the meeting. Five members having voted in the affirmative, the motion passed. The Board adjourned at 9:05 pm.

John Senchyshyn
ATA/HRD