

Personnel Board Meeting
Wayland Town Building - Selectmen's Office
Meeting Minutes
September 15, 2014 7:00 pm

Members Present: J. Green (JG); M. Peabody (MP) P. Schneider (PS), D. Cohen (DC), M. Jones (MJ)

JG called the meeting to order at 7:00 pm

Public Comment

None

Review of November 18, 2013 Meeting Minutes

The draft minutes were amended as follows:

... NM **reported that she** wrote ...

PS moved to approve the draft minutes. MP seconded the motion. Three members having voted in the affirmative, the motion passed. DC and MJ abstained.

Review of January 6, 2014 Meeting Minutes

The draft minutes were amended as follows:

... trying to ~~modifying~~ the existing ...

... Services ~~HS~~ **High School** Community ...

MP moved to approve the draft minutes as amended. PS seconded the motion. Three members having voted in the affirmative, the motion passed. DC and MJ abstained.

Review of August 6, 2014 Meeting Minutes

The draft minutes were amended as follows:

... minutes ~~in question~~ **to be reviewed at the meeting** and **also** state ...

... He ~~noted the~~ **alleged that an** OML violation ~~that~~ occurred, but was apparently not reported **to the AG**. ~~Harris~~ **states that** the BOS ...

...permissible, **while working for the Town**. She ...

... in ~~excessive~~ of \$1M ...

... contract ~~extensions~~ **renewals**. The ...

... to be ~~consisted~~ **consistent** with ...

PS moved to approve the draft minutes. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

Annual Report

JS reviewed a draft of the Annual Report for FY 14. The report was requested for submission no later than 9/30. Members discussed and edited the draft.

MP moved to approve the Annual Report as discussed and edited. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Starting Wage Rate – Jessica Brodie, Recreation Director

JS requested a starting wage rate for Jessica Brodie, the new Recreation Director at Step 5 of Grade N8 in the amount of \$69,876. PS noted that he was on the interview committee and supported the request. DC inquired as to the compensation of the previous director. JS stated she was paid at top step. Members inquired if the salary reimbursement from the recent job share would affect the budget. JS stated the he discussed this point with the Finance Director and it would not have an impact as the full wage rate has been budgeted.

PS moved to approve the starting wage rate for Jessica Brodie, the new Recreation Director at Step 5 of Grade N8 in the amount of \$69,876. DC seconded the motion. Five members having voted in the affirmative, the motion passed.

Discuss Response to Harris Open Meeting Law (OML) Complaint

Members reviewed the draft response to George Harris' OML complaint. The draft was prepared by MJ and JS. JS noted that the board had 14 business days to respond. The deadline is Wednesday, 9/17. DC suggested several changes to the response. The Board discussed the proposed edits. Upon completing the edits to the response, MJ offered to review the final document with JS prior to mailing.

MJ moved to approve the response to George Harris' OML complaint dated 8/28/14 as discussed and edited. DC seconded the motion. Five members having voted in the affirmative, the motion passed.

Discussion on Board Goals and Objectives

JS inquired if members had any specific goals and objectives for the coming year. He suggested a thorough policy review as it has been some time since the last one. JG Added performance reviews and employment contracts as other topics. A review of the DPW organizational structure was also mentioned. JG asked that the topic would be added to the next agenda for further discussion.

Executive Session

MP made a motion to move into Executive Session under MGL Ch30A, Sec 21(2) to discuss strategy for negotiations with non-union personnel, the new DPW Director, and under MGL Ch30A, Sec 21(3) to discuss contract negotiations with the following Town unions: Police, Fire, AFSCME, Teamsters and Library as an open discussion might have a detrimental effect on the town's negotiating position, and under MGL 30A, Sec 22 to review and potentially approve the executive session minutes of 2/10/14, 2/24/14, 3/31/14, 5/5/14, 6/2/14 and 8/11/14, as a discussion in an open meeting may have a detrimental effect on the Board's position. PS seconded the motion

JG took a roll call vote:

Member Jones	Aye
Member Cohen	Aye
Member Schneider	Aye
Vice Chair Peabody	Aye
Chair Green	Aye

The Board having voted 5-0 to move into Executive Session, the motion carried. JG announced that the Board would be going into Executive Session for approximately 90 minutes for the stated purpose. The Board would be returning to Open Session.

The Board Entered Executive Session at approximately 7:55.

The Board returned to Open Session at approximately 9:15.

ATA/HR Director Report

Clerical Union – JS reported that the clerical union had taken a membership vote on the question of leaving their affiliation with SEIU and becoming an AFSCME local. The question passed by a substantial margin. He distributed a copy of the results as provided by the union president.

Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting, If Any:

FMLA Leave – JS reviewed the question of the appropriate start date for a Community Health Nurse who had a non-job related accident during the summer vacation break. Research provided by DC and JG support the employee’s contention that the leave should begin on the return to work date for the new school year.

Next Meeting:

The Board scheduled its next regular meeting for 10/20/14 at 7:15 pm.

DC moved to adjourn the meeting. MJ seconded the motion. Five members having voted in the affirmative, the motion passed. The Board adjourned at 9:35 pm.

John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting									
Regular Session									
September 15, 2014									
<u>Document:</u>									
Draft 2014 Annual Report									
Draft Minutes 2013-11-18									
Draft Minutes 2014-01-06									
Draft Minutes 2014-08-06									
Draft Response to 08-28-14 OML Complaint									
FMLA Research									
SEIU Union Vote									