

Personnel Board Meeting
Wayland Town Building – Large Hearing Room/Selectmen’s Office
Meeting Minutes
August 3, 2015 6:25 pm

Members Present:

J. Green (JG); M. Peabody (MP), P. Schneider (PS); M. Jones (MJ)

Also Present: J. Senchyshyn (JS)

JG called the meeting to order at 6:25 pm.

D. Cohen (DC) joined the meeting at 6:30 pm.

Health Insurance – GIC Comparative Analysis

The Board joined the School Committee Meeting along with the Board of Selectmen. Present for the School Committee: Ellen Grieco (EG), Barbara Fletcher (BF), Donna Bouchard (DB), Jeanne Downs (JD) and Kathie Steinberg (KS). Present for the Selectmen: Cherry Karlson (CK), Joe Nolan (JN), Lea Anderson (LA)

JS discussed the current status of health insurance premiums with the West Suburban Health Group (WSHG). He stated that it would be appropriate to consider the option of the Group Insurance Commission (GIC). He suggested engaging a consultant to project employee and retiree migration to GIC plans to be able to better analyze potential savings in such a move. The engagement would cost approximately \$1,500. He noted that a potential move to the GIC would not solve all the health care issues. JS reviewed the FY 15 budget deficit of the GIC, reportedly ranging from \$150M to \$190M. MP inquired if MIIA was an option. JS stated that MIIA was not included in the comparison. DB inquired as to the base year; JS stated it is the fiscal year. EG asked about a time frame for a decision. JS stated the time frame was tight for a 7/1/16 implementation. MP noted that the Town would lose control in such a move. JS agreed. CK stated an earlier public comment at the BOS meeting requested a study of plan design changes. JS stated the study was not geared to plan design changes. EG asked how the GIC is funded. JS stated through premiums, with deficits covered by the Commonwealth. DB and BF expressed support for the study. The Personnel Board was in agreement. JN asked if the study would need to be put out to bid. JS stated no, based on the dollar value of the contract. The School Committee noted that there were no documents provided. JS read the draft scope of services.

JN moved to authorize the engagement of a consultant to conduct a comparative analysis of premiums between the West Suburban Health Group and the Group Insurance Commission and identify potential premium cost savings between the organizations. LA seconded the motion. Three members having voted in the affirmative, the motion passed.

JN confirmed that this was only a study, no decisions are being made yet. JS confirmed. JS also stated that the process should be very open and that he was willing to respond to any employee questions.

The 3-Board meeting concluded at 6:45 pm and the Personnel Board departed to continue with their meeting in the Selectmen’s Office.

Public Comment

None.

Review of the 6/22/15 Minutes

MP moved to approve the draft minutes of 6/22/15. MJ seconded the motion. Four members having voted in the affirmative, the motion passed. PS abstained.

Out-of-Grade Compensation for the Financial/Research Analyst

Elizabeth Doucette (ED) was hired as the Financial/Research Analyst. Following the breach in the Treasurer's Office this past February, given that ED has an IT background, she has been working with consultants and staff on the direction Wayland IT should take. Within the next several months JS expects there will be a restructuring of the IT function (likely both School and Town) and ED will likely have a prominent role in the new IT organization. At some point during the department restructuring, there will likely be new job descriptions proposed to the Personnel Board for ED. In the interim, the Town Administrator is requesting a temporary change in ED's grade. She is currently compensated at top step of a grade N6, \$68,200. The request is to compensate Beth at a grade N7, Step 9 at \$72,703 until such time as the IT restructuring occurs. DC inquired if any comparisons were done with similar positions in other towns. JS stated he had not done a comparison, but noted that the IT Manager's salary currently reporting to ED is in excess of \$80K.

MJ moved to approve out-of-grade pay for Elizabeth Doucette at a grade N7, Step 9 at \$72,703 effective the beginning of fiscal year 2016. MP seconded the motion. Five members voting in the affirmative, the motion passed.

Parental Leave Policy

Early in 2015 the MA Maternity Leave Act (MMMA) was updated and changed to a new Parental Leave law. JS reviewed a template originally drafted by another community and shared on the personnel list serve. JG and JS had discussed the draft. Members found the interplay between the Parental Leave policy language and FMLA to be confusing. DC stated that she had developed a simpler approach which might be more effective. She will forward JS a copy to adapt for Wayland for the next meeting.

Earned Sick Time Law

Final regulations were issued on the new Earned Sick Time law (EST) in MA. The EST is only applicable to municipalities if the law is adopted as a local option. JS noted that Wayland provides the vast majority of its employees with sick leave benefits that far exceed the EST. However, there are some exceptions: seasonal, temporary and part-time employees working under 20 hours/week. The Board determined that no action is required at this time.

Performance Evaluations

JS reviewed the forms being used for various employee groups. As evaluations are an item in collective bargaining, JS suggested discussing evaluations for non-union employees. DC indicated a preference for a format where key evaluation points were identified and rated. Members supported this approach. JS stated that a form for managers might need to be developed. Additional discussion took place on the range of ratings. JS stated that he preferred less rating options. Members thought 4 or 5 ratings were more appropriate. It was determined that JS would prepare a draft template for future discussion.

Executive Session

JG moved the Personnel Board enter executive session pursuant to MGL Ch30A, Sec 21(2) to discuss contract negotiations and employment agreements for the DPW Director and Fire Chief; and pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3) to Discuss Collective Bargaining Negotiations with the Teamsters, Library, SEIU, Police, Fire, and AFSCME 1, AFSCME 2, WTA, WESA, Custodians and Food Service Unions; to Review an AFSCME Separation Agreement; to Review, Discuss and Potentially Approve a Newly Proposed DPW Job Description; to Review, Discuss and Potentially respond to a Step 2 AFSCME Grievance; Review and Potentially Approve Executive Session Minutes of 6/22/15; Review and Potentially Release Executive Session Minutes of 6/22/09, 2/28/11, 3/21/11, 9/19/11, 10/17/11, 1/23/12, 3/2/15, 3/23/15 and 5/4/15 as an open discussion might have a detrimental effect on the town's negotiating position.

DC seconded the motion.

JG took a roll call vote:

Member Cohen	Aye
Member Jones	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 1 hour and 20 minutes for the stated purpose. The Board would be returning to Open Session.

The Board Entered Executive Session at approximately 7:40 pm.

The Board returned to Open Session at approximately 9:30 pm.

Topics not Anticipated 48 Hours in Advance

None.

Next Meeting

The Board decided it would wait to schedule its next meeting until the health insurance review date is determined.

John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

August 3, 2015

Document:

Draft Minutes - 06/22/15

Parental Leave Advisory

Parental Leave Policy

Draft

FMLA Policy

MA Sick Leave Law Advisory

Financial-Research Analyst Job Description

Performance Evaluations

Non-Union

AFSCME

Library

SEIU

Teamsters

Draft - Non-Union Department Heads