

Personnel Board Meeting
Wayland Town Building – Selectmen’s Office
Meeting Minutes
November 18, 2015 7:10 pm

Members Present:

J. Green (JG); M. Peabody (MP), D. Cohen (DC); M. Jones (MJ)

Also Present: J. Senchyshyn (JS)

JG called the meeting to order at 7:15 pm.

Public Comment

None

Executive Session

JG moved the Personnel Board enter executive session pursuant to MGL Ch30A, Sec 21(3) to Discuss Collective Bargaining Negotiations and Strategy with the Police, Fire, and AFSCME Clerical unions; and to Review and Potentially Approve Executive Session Minutes of 10/19/15 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 25 minutes for the stated purpose. The Board would be returning to Open Session.

The Board Entered Executive Session at approximately 7:18 pm.

The Board returned to Open Session at approximately 8:35 pm.

P. Schneider joined the meeting in Executive Session.

Review of the 10/19/15 Minutes

MP moved to approve the minutes of 10/19/15. MJ seconded the motion. Five members having voted in the affirmative, the motion passed.

Review and Discussion of IT Director Job Description

JS reviewed the background to the McGladery Report as it pertained to IT positions. A draft job description has been prepared for the proposed IT Director. The intent of this evening's discussion is to move a final draft job description forward for review and comment by the Board of Selectmen and the School Committee. A final determination is pending as to whether this will be a Town position or an out-sourced function, but the goal is to move forward to be prepared to post the job and gather resumes from potential candidates. Board members discussed job duties, qualifications and reporting structure. MP suggested several edits.

PS moved to approve the draft IT Director job description as amended for review by the Board of Selectmen and the School Committee. MJ seconded the motion. Five members having voted in the affirmative, the motion passed.

Review of Out-of-Grade Pay for the Financial/Research Analyst

JS reviewed the status of the out-of-grade work being performed by the Elizabeth Doucette (ED), Financial Research Analyst. She continues to oversee the operation of the Town's IT Department. JS stated that ED is performing the function but that her current out-of-grade pay is lower than the Town's IT Manager. JS requested the Board consider increasing the out-of-grade rate to an amount greater than the IT Manager. The rate of pay for the IT Manger is \$85,950. JS suggested compensating ED at the rate of an N9, Step 8 at \$89,667. Members inquired into the length of the assignment and the effective date. JS stated the assignment would remain until the IT Director function is filled. He suggested the first pay week in September as an effective date for the new rate.

MJ moved to approve increasing the out-of-grade wages for Elizabeth Doucette, Financial/Research Analyst to a rate of N9, Step 8 at \$89,667 effective the first pay week of September 2015. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

Review and Discussion of Draft Parental Leave Policy

JS reviewed the revisions to the draft Parental Leave Policy discussed at the previous Board meeting. Members were satisfied with the changes. JS noted that, if approved, he would forward the policy to the unions for their review and comment.

MJ moved to approve the draft Parental Leave Policy as presented. DC seconded the motion. Five members having voted in the affirmative, the motion passed.

Review and Discussion of Draft Non-Union Performance Review Template

JS presented the revisions to the Non-Union Performance Review template discussed at the last meeting. He noted the template would need to be adjusted for non-department head positions. He also reported that the Town Administrator had reviewed the document and was comfortable with the format.

DC moved to approve the draft Non-Union Performance Evaluation template for Department Heads with appropriate adjustments for non-Department Heads. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

Review and Discussion of a Substitute Nurse Protocol

JS presented a draft protocol for compensating Substitute Community Health Nurses on long-term assignments. He stated the Board of Health had requested a compensation protocol be established following last year's long-term assignment. JS reviewed the previous long-term assignment and the differences with the usual substitute assignments. A question was raised if the proposed 6-day absence was long enough to trigger the compensation. JS noted that he drew upon a substitute teacher compensation mechanism used by the schools. After further discussion the absence was increased from 6 days to 11 days to trigger the compensation eligibility.

MJ moved to approve the Long-Term Substitute Community Health Nurse Protocol as amended. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

FY 17 Personnel Board Budget

JS presented the Personnel Board budget for FY 17. It was consistent with the FY 16 budget. A brief discussion ensued.

DC moved to approve the FY 17 Personnel Board Budget as presented. MP seconded the motion. Five members having voted in the affirmative, the motion passed.

FY 17 Staffing Requests

JS reviewed the anticipated requests from departments for new positions in FY 17. Departments would present their requests at the November 30th meeting. He noted reclassifications would be reviewed at the December meeting.

Next Meeting

The next meeting was scheduled for 12/15/15 at 7:10 pm.

DC moved to adjourn at 9:40 pm. PS seconded the motion. Five members having voted in the affirmative, the motion passed.

John Senchyshyn
ATA/HRD

Documents From Personnel Board Meeting

Regular Session

November 18, 2015

Document:

Draft Minutes 10/19/15

Draft Parental Leave Policy

Draft Performance Evaluation Templates

Draft IT Director Job Description

Draft Substitute Community Health Nurse Protocol

FY 17 Personnel Board Budget