

MINUTES OF PERSONNEL BOARD MEETING MARCH 12, 2012

A meeting of the Personnel Board of the Town of Sterling, MA was held on March 12th 2012 at 6PM in Room 205 of the Butterick Municipal Building.

The meeting was called to order at 6:01.

A roll call vote showed that Ms. AnnMarie Belair, Mr. Tim Hanrahan, Mr. Jed Lindholm, and Mr. Amrith Kumar were present at the meeting.

The following members were not present at the meeting: Mr. Bruce Baker.

Also present were: Mr. Jamie Kelley, and members of the public.

Motion to approve agenda

A motion was made by Mr. Lindholm to approve an amended agenda (revision 24) that included the following new items that have come to the attention of the Board after the original agenda was submitted. These items are, item 0, and items 9f and 9g.

The motion was seconded by Ms. Belair

The motion was adopted unanimously.

Order of business

0. A discussion of meeting mechanics.

The chairman distributed to all members a two page description of meeting mechanics. The document provided some basic information about making a motion, the process for taking a vote, and the content of meeting minutes.

A brief discussion ensued.

No decisions were made in the matter.

1. Discussion with Ms. Karen Phillips, Director of Council on Aging, in the matter of the proposed position of the "Senior Center Outreach Worker".

At 6:10 pm the board heard from Ms. Phillips who described the position of "Senior Center Outreach Worker".

A lengthy discussion ensued.

The board suggested that more clearly defined training and educational requirement in the job description would be advisable. The board suggested that more specificity in the job description would help with the grading process. In response to a question of why 15 hours a week was considered sufficient, the Board was informed that it was felt that 15 hours a week was a "good start".

Given the concerns about the state of the job description at this stage, and a lack of clarity about the position (in the Board's view), the Board would not be able to grade the position in time for the coming Town Meeting and therefore suggested the following:

(a) The job description needs to be revised,

(b) That copies of job descriptions from other Towns be sent to the Board, and

(c) That the COA considers a "Schedule D" temporary position to see how the position grows, and that the "probation" would help define the job description more clearly.

Ms. Phillips will take the recommendation to the COA. The Chair is to write a memorandum to summarize this for all interested parties.

2. Discussion with Ms. Karen Chick and Ms. Flo Coughlin, in the matter of the proposed position of "Assistant Town Accountant".

At 6:50 PM the Board heard from Ms. Chick and Ms. Coughlin who described the position of the Assistant Town Accountant.

Ms. Chick informed us that there was a substantial backlog from the previous Accountant and that it would be highly advisable that she have a support staff in her office.

A significant discussion ensued including a description of the position and the long term view.

Given the concerns about the fact that it was felt that this may be a temporary / transient need based on the backlog, and the fact that the Board would not be able to grade the position in time for the coming Town Meeting, the board proposed that

(a) the position be added to Schedule D at \$15 an hour with Ms. Coughlin continuing in that position with a suitable name like "Temporary Assistant to the Town Accountant", and

(b) that the Board would work with Ms. Chick and the Finance Committee to get this to happen.

A motion to that effect was made by Mr. Hanrahan and seconded by Mr. Lindholm.

The motion was passed unanimously.

The Chair is to write a memorandum to summarize this for all interested parties.

3. Discussion with Ms. Dawn Michanowicz, in the ongoing matter regarding the grading of the position of the "Assistant Town Clerk".

At 7:40PM the board heard from Ms. Michanowicz on the position of the Assistant Town Clerk.

After having been in the job for six months, Ms. Jayne did not get a step increase because of a change in the Personnel Bylaw. As a result she will be getting her first step increase in the Annual Town Meeting 2012.

Ms. Michanowicz provided an update of the background and the performance of Ms. Jayne over the past year.

After a lengthy discussion, a motion to grant a retroactive step increase from Grade 5 Step 1 to Grade 5 Step 2 effective August 28 2011 was made by Mr. Lindholm and seconded by Ms. Belair.

Mr. Lindholm clarified that this was the last of the cases of people who fell through the cracks with the bylaw change and this did not constitute a new precedent.

The motion was passed unanimously.

A motion was made by the chairman to recommend a one-time payment of \$2,000 to the Assistant Town Clerk for the reasons outlined by the Town Clerk in her initial letter to the Board in October 2011.

The motion was seconded by Mr. Lindholm, and passed unanimously.

The Chair is to write a memorandum to summarize this for all interested parties.

Mr. Kelley will speak with Ms. Ackerman on the process to get this completed.

4. To discuss and take appropriate action in the matter of the change in the rate for recycling center attendant; in response to the letter from Mr. William Tuttle of the Department of Public Works dated February 17, 2012.

Mr. Lindholm made a motion in support of the rate change to \$11/hour for the coming year in Schedule D, and the motion was seconded by Ms. Belair.

Mr. Kelley pointed out that the change was from a range to a rate.

Mr. Lindholm also pointed out that the original request from Mr. Tuttle was for a 3% increase each year and that this was not part of the motion. The motion was passed unanimously.

The Chair is to write a memorandum to summarize this for all interested parties.

5. To discuss and take appropriate action on matters related to the organization, structure and membership of the Personnel Board.

As Mr. Baker is not present at this meeting, the item will be continued at our next meeting.

6. To approve minutes of the meeting on February 27, 2012.

A motion was made by the chair to approve Open Meeting Minutes (Draft 2), and approve the executive session minutes (initial draft) for the meeting of the Board held on February 27th as circulated by Mr. Baker.

The motion was seconded by Mr. Hanrahan.

The motion was adopted unanimously.

7. Discussion and appropriate actions relative to the proposed Annual Town Meeting articles.

Mr. Kelley expressed concern with the revision in Attachment A. Mr. Kelley suggested moving the Parking Clerk from Schedule E to Schedule D. Mr. Kelley expressed considerable concern about Article 14 as proposed.

Some discussion of the impact of this change was also discussed. No action was taken in this matter.

8. Discussion and appropriate actions relative to the Personnel Board Annual Report. No action was taken in this matter.

9. Updates

a. Updates from Board members

No updates.

b. Communications received

c. HR Administrators Update Mr. Kelley updated the Board on a provision in the City of Fall River including all contracts to prefer local contractors.

Mr. Kelley updated the Board on the decision regarding the Quinn Bill. He is working with Town Counsel on this subject. No action was taken in this matter.

d. Update on access to MMPA (Massachusetts Municipal Personnel Association) online system Mr. Kelley has not heard from MMPA yet.

e. Update on project to get Job descriptions and CBA's (Collective Bargaining Agreements) on the web site. Mr. Kelley provided us with header metadata which we will put in the job descriptions. If we get the CBA's to Mr. Kelley he will get them on the web page.

f. To discuss and take appropriate action in the matter of approving the expenditure of funds to pay for the copies requested in our public records request. A motion to authorize the payment of \$127.20 for the public records request to get 576 pages of payroll registers was made by AnnMarie Belair and seconded by Tim Hanrahan.

The motion passed unanimously.

g. To discuss and take appropriate action in the matter of the Matrons (Cell Monitors) as requested by the Police Chief. Ms. Belair informed the Board of a conflict of interest and recused herself from the discussion of the issue.

A roll call vote showed that Mr. Lindholm, Mr. Hanrahan, and Mr. Kumar are present. Being a bare quorum, all actions of the board shall require unanimous votes. Currently all matrons are being paid

\$13.50 per hour. The chief is requesting an increase to \$25.00 per hour with a minimum of 4 hours. A motion was made by Tim Hanrahan and seconded by Jed Lindholm to amend Schedule D to reflect a range of \$15 to \$25 per hour for the position of Matron/Cell Monitor. The motion passed unanimously. The Chair is to write a memorandum to summarize this for all interested parties.

10. Planning for future meetings

Ms. Belair resumed her seat on the Board and a roll call vote showed Ms. Belair, Mr. Hanrahan, Mr. Lindholm, and Mr. Kumar were present. Upcoming discussions would be to: (i) discuss the public records requests that we submitted, (ii) matters relating to Annual Town Meeting and the various schedules to the Personnel Bylaw, (iii) results from department heads on the comp-time liability, (iv) reviewing and revising job descriptions in general, (v) DPW job descriptions need approval and grading, (vi) Look again at the Time and Attendance Policy, (vii) FLSA Exempt vs. Non-Exempt conversation, (viii) Reconcile classification plan titles with job description titles, (ix) To grade the position of Assistant Town Clerk, (x) To work with the COA and the Accountant on the issues of the COA Outreach Worker and the Assistant Accountant.

The next meeting was scheduled for April 30th and the Town Meeting day of May 14th.

11. Public session

No discussions.

A motion to adjourn was made by Ms. Belair, and seconded by Mr. Lindholm. The motion passed unanimously.

The meeting adjourned at 9:50PM.

Submitted,

Amrith Kumar

Chair, Personnel Board