

Personnel Board Meeting  
Wayland Town Building – Selectmen’s Meeting Room  
Regular Session Minutes  
November 12, 2019 8:45 a.m.

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

Also Present: Louise Miller (LM), Town Administrator; Kathleen Buckley, Human Resources Manager.

JG called the meeting to order at 8:55 a.m

Public Comment

None

Health Department School Nurse Position Request

Julia Junghanns (JJ), Director of Public Health, joined the meeting and requested money for an additional full-time school nurse position. JJ stated that Claypit Hill School has a high volume of visits to the nurse compared to the other elementary schools and a population with increasing needs, including a higher number of children with special needs and more complex health issues. She said that \$24,000 had been previously added to the budget for substitute nursing to assist Claypit’s full-time school nurse, but there is a continuous need for additional support throughout the day and JJ and the school nurse believe that there is a need for more continuous hours and more continuity in care than what a fill-in substitute nurse can provide. JJ proposes taking the \$24,000 currently allocated for substitute nursing and adding money to make it a full-time nursing position at approximately \$45,500 per year. The nurse would work at Claypit for 30 hours per week and float at the other schools for 5 hours per week. If the needs at Claypit should change, the number of hours that the nurse works at Claypit and floats at other schools could change accordingly. The Board discussed the data presented, asked about ways to reduce some of the visits to the nurse, especially visits related to hunger, and the reasons why there are increasing needs. JJ left the meeting.

Facilities Business Manager Position Request

Ben Keefe (BK), Director of the Facilities Department, joined the meeting to request a full-time Business Manager position. He told the Board that there has been no help in the office since June, creating a backlog of invoices and no filings have been completed on projects since that time. BK states that a part-time position would not be practical. The construction manager has reduced the project backlog from 40 to 20, but another 20 projects are coming. The department would like to get the backlog down to 8-10 projects in a few years but the office needs administrative help to accomplish that goal. The new position would be partially clerical in order to help with mail and filing, but BK explains that a business manager position is needed in order to get help with budget research, capital project maintenance and budget maintenance. According to BK, this position would be similar to the Library and DPW’s Business Manager positions. BK told the Board that his department used to have clerical support but that position was shared with the school department and it eventually became a school department position. He said that some of their procurement support was handled by the TA office but that office no longer has the staff to help so they currently have no procurement support. PB members

asked questions about the request and the reasons the office no longer receives help. BK left the meeting.

#### Youth and Family Services Outreach Coordinator Position Request and Increase in Hours for Youth and Family Services Clinician Request

Jason Verhoosky (JV), Director of Youth and Family Services, joined the Board requesting an Outreach Coordinator Position. JV explained that the position started as a grant-funded position but the grant has recently ended. He said that there is only enough money to fund the position through the end of the year. The position does program marketing, day-to-day work with youth concerning substance abuse prevention, email communications and works with the schools. JV is requesting a 19-hour position, 46 weeks/year, to maintain work at the current level. The Board discussed the origin of the grant and whether there was past Town Meeting support for continuation of the Wayland Cares program when a previous grant ended.

JV also requested an increase in hours from 21 to 35 hours for a Youth and Family Services Clinician based on the community's level of need. JV told the Board that the position was funded two years ago and there has been positive response. The employee's current clinical case load is full. She spends 17-18 hours with clients, leaving limited time for documentation. He also said that the department would like to expand the groups they serve. The Board asked about the clinical services that are provided. JV explained that the clinician does intake and provides intervention of 2-3 sessions, at no cost to the client, and then refers the client out. The department doesn't have the capacity for longer care. JV said needs for services have increased due to increased levels of stress and anxiety, increasing number of problems related to trauma, separation and divorce, and occasional substance abuse and domestic violence incidents. JV left the meeting.

#### Council On Aging Communications Coordinator and Community Relations Position Request

Julie Secord (JS), Director of Council on Aging, joined the meeting to request a full-time Communications Coordinator and Community Relations position. JS told the Board that the department lost 14 hours of help because an employee reduced her hours for personal reasons. This means that others have to cover the telephones and walk-ins. JS states that the Council on Aging is very busy and deals with many issues, including at-risk people, hoarding issues, and home-bound seniors. A coordinator is needed to coordinate volunteers who deliver 9,000 meals and take seniors to medical appointments. JS said that money for the 14 hours requested is still in the budget and JS would like to supplement that money to create a 24-28 hour position. JS left the meeting.

#### Request for Increase in Hours for Conservation Department Land Manager

Linda Hansen (LH), Conservation Administrator, joined the meeting to request an increase in hours for the Conservation Department Land Manager, from 30 to 35 hours. LH told the Board that the Conservation Department oversees and manages 1,200 acres which involves trail maintenance, tree trimming and habitat restoration. Recently the Department has worked on projects including improving the grass at Heard Farm, and establishing bee hives at Sedgemoor, but the employee needs additional hours to keep up with the work and improvements. LH left the meeting.

#### Discussion of Requests for Positions and Increase of Hours

The Board discussed the Department of Health's request for an additional school nurse. The Board agreed that CHS seems to have a need for additional and more consistent nursing help due to a large

student population and more students with complex medical needs. The Board agreed that providing appropriate levels of nursing care at the schools should be a priority. The Board recommended funding a full-time nurse, primarily to work at CHS, but also to work as needed at the other schools.

The Board discussed the Facilities Business Manager and the need for that position so that the department can continue to work on its backlog of projects effectively. The Board recommended a full-time Facilities Business Manager position.

The Board discussed the need for a Youth and Family Services Outreach Coordinator and increase in hours for Clinician. Regarding the Clinician request, the Board was not sure whether the Town should be providing the additional services requiring the requested position and the increase in hours. The Board asked whether these are the kinds of services other towns provide and whether a clinician's services should be expanded when all clients are referred out. Regarding the Outreach Coordinator, DC stated that when the grant was ending several years earlier, the Town established a committee to study the issue and bring it to Town Meeting so that the Town could determine whether the Town should fund the position. LM will talk more to JV regarding the need for this position and the requested increase in hours.

The Board discussed the request for the Conservation Department Land Manager increase in hours. JG recused herself from the discussion. The remaining Board members discussed whether the Conservation Department needs to take on the additional projects requiring additional hours. Since it is only a limited request and the Town values its conservation land, the Board agreed to recommend the additional hours.

The Board discussed the request for a full-time Communications Coordinator and Community Relations position. The Board agreed that the Council on Aging serves a large population, provides many important services and is increasingly busy. The Board recommended adding 10 additional hours to create a full-time position.

MJ moved to authorize LM to make the Personnel Board recommendations, with the exception of the Department of Youth and Family Services' position requests until after LM consults with JV. PS seconded the motion. Five members voting in the affirmative, the motion passed.

#### Response to Open Meeting Law Complaints Dated July 9, 2019 and June 24, 2019

JG told the Board that she attended a mediation on October 28, 2019 regarding the open meeting law complaints but she cannot discuss any details pursuant to a confidentiality agreement. She said that the matter is still ongoing. JG told the Board that the Board does not have to respond to the aspect of the complaint alleging that the Board failed to respond to George Harris' initial request for documents within 10 days of his making the request. The Board discussed various suggested revisions to the draft. JG will make the revisions, send it to DC for review and then get approval from Town Counsel before sending the responses to George Harris.

DC moved to approve the responses to the Open Meeting Law Complaints as amended. MJ seconded the motion. Five members voting in the affirmative, the motion passed.

#### October 7, 2019 Minutes

LM will dictate the minutes and send them to JG for review.

### October 11, 2019 Minutes

The Board discussed revisions to the minutes.

MJ moved to approve the minutes as amended. PS seconded the motion. Five members voting in the affirmative, the motion passed.

### Next Meeting

The Board tentatively agreed to meet on December 18, 2019 at 5:30 p.m.

The meeting was adjourned at 11:20 a.m.

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Deb Cohen

Personnel Board Member

## **Documents From Personnel Board Meeting**

### **Regular Session November 12, 2019**

1. Memorandum to PB from Julia Junghanns dated July 5, 2019 re: proposal to increase CHN staffing at CHS
2. Community Health Nurse Position Description
3. Handout 1 Comparing ADHD across the WPS Elementary Schools
4. Handout 2 regarding visits to nurse
5. District Report regarding visits to school nurse
6. Health Services Summary by School
7. Primary Concerns List for CHS
8. Claypit Hill Students with more than 240 minutes of Nursing Support 2018-2019 School Year
9. Facilities Business Manager Position Description
10. Coalition Program Coordinator Job Description
11. Communication and Community Relations Coordinator Position Request
12. Youth & Family Services Clinician Position Description
13. Memo to PB from Linda Hansen dated 11/8/19 re: Increase in Brian Harris Hours
14. Draft response to Open Meeting Law Complaints
15. October 11, 2019 Minutes