

Personnel Board Meeting  
Wayland Town Building – Selectmen’s Office  
Minutes  
March 6, 2017 7:00 pm

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

Also Present: J. Senchyshyn (JS)

DC called the meeting to order at 7:00 pm.

Public Comment

JS informed the Board that A. Lewis had forwarded an email earlier in the day to be presented for public comment. A printed copy of the email was distributed to the Board members. JS stated that he reviewed positions for the past 4 years which resulted in changes to FTE counts. All increases to Town staff had been processed through the annual Department Heads submissions to the Board in November of each budget cycle. Subsequent Personnel Board recommendations were forwarded to the Finance Committee and any approved changes were incorporated into the department budgets.

Introduction of HR Assistant

JS introduced HR Assistant M. Moore (MM) to the Board. MM joined the department in February. She was previously employed by the Marlborough DPW.

MM left the meeting and Town Administrator N. Balmer (NB) joined the meeting

Request for Classification Audit of Financial/Research Analyst

NB presented her reasons for requesting a review of the job description and grade of the Financial/Research Analyst. She noted that the incumbent has filled a role which is beyond the original expectations of the position. NB reviewed the proposed edits to the job description. The Board discussed the merits of the additional work and how the position fits structurally within the Selectmen’s Office. NB spoke to a pending organizational review in the coming year. Members discussed the timing of the classification audit and if future organizational changes would affect the duties of the position. Discussion focused on whether the current title was appropriate given the requested changes. JS suggested the title of Financial Administrator. Discussion then moved to an appropriate grade and step for the duties as presented.

NB left the meeting to re-join the BOS meeting.

The Board continued to discuss grade and step levels. It was determined that the position would be assigned a Grade N-8 and the incumbent would be compensated at Step 7.

MJ moved to reclassify the Financial/Research Analyst to a Financial Administrator; approve the revised job description as presented; establish the new position as a Grade N-8; and set the compensation for the incumbent at N-8, Step 7 effective March 2, 2017. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

### Youth & Family Services (Y&FS) Proposed Restructuring

Y&FS Director Lynn Dowd (LD) and Youth Advisory Committee member Sarah Greenaway (SG) joined the Board. JS explained that LD would be retiring in the near future and there is a proposal to restructure the department. The proposal would change the Director position's requirements from a licensed clinician to a substance abuse professional. The proposed change would allow the current PT Substance Abuse Professional to apply to be the Y&FS Director.

LD spoke in support of the proposal. She reviewed the background to the substance abuse program, the federal grant and the hiring of the Substance Abuse Professional. She noted that identifying candidates for substance abuse programs was probably more difficult than identifying candidates for licensed clinicians. DC asked if this proposal changes the focus of the department. Members discussed whether a Director with a substance abuse background could supervise licensed clinicians' cases. JS asked if additional responsibilities would be placed on the Asst. Youth Director. JG inquired about the .25 FTE differential. LD stated that it would likely move into a contracted service. SG noted that the Youth Advisory Committee voted 5-0 in favor of the proposed plan. JS asked if the proposal was a better format if no incumbents were in the department. JS reminded the Board that all the positions involved were affiliated with the AFSCME 1 bargaining unit and that any restructuring would involve some degree of negotiations.

LD and SG left the meeting.

Members were concerned about the proposal and the reporting relationships between the Director with a substance abuse background and the clinicians. JS said he would gather more information for the next meeting.

### Warrant Information

The Board reviewed the FTE and wage charts for the warrant.

DC stated that she would not be able to attend the first session on Sunday afternoon. It is likely that the Wage & Classification article will be presented on Sunday. MJ said that she was available and would be able to present the article on Sunday if needed.

MJ moved to approve the FTE and wage charts as amended by the Financial Administrator reclassification. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

### Standards of Conduct Policy

JS reviewed the changes requested by the Board to the Standards of Conduct Policy. DC suggested several additional items. The Board discussed the merits of the proposed additions.

MJ moved to approve the Standards of Conduct Policy as amended. JG seconded the motion. Four members having voted in the affirmative, the motion passed.

### AFSCME 2 Sick Leave Transfer Request

JS reported that the AFSCME 2 union was requesting the ability to transfer sick leave to an ill member. JS explained the background to the request. The request was based on Article 19-9 of the collective bargaining agreement.

PS moved to approve JS to accept the transfer of accrued sick leave to Norma Badger by AFSCME 2 members in accord with the provisions of Article 19-9 of the AFSCME 2 collective bargaining agreement. MJ seconded the motion. Four members having voted in the affirmative, the motion passed.

#### Minutes of 2/13/17

PS moved to approve the minutes of 2/13/17. MJ seconded the motion. Four members having voted in the affirmative, the motion passed.

#### Executive Session

DC moved that the Personnel Board go into executive session pursuant to Massachusetts General Laws Chapter 30A, Section 21 (a)(3) to Discuss Strategy for Upcoming Collective Bargaining Negotiations for the Police, Fire, AFSCME 1, AFSCME 2, Library and Teamsters Unions; and to Review and Potentially Approve Executive Session Minutes of 2/13/17.

The Chair declared that a public discussion of these items will have a detrimental effect on the bargaining position of the Town.

MJ seconded the motion.

DC took a roll call vote:

Member Schneider	Aye
Member Jones	Aye
Member Green	Aye
Chair Cohen	Aye

DC announced that the Board will reconvene in open session in approximately 30 minutes.

The Board entered Executive Session at approximately 8:40 pm.

The Board returned to Open Session at approximately 8:55 pm.

#### Topics Not Anticipated 48 Hours in Advance

JS stated that J. Sherifi, the candidate for the IT Business Systems Analyst position had accepted the Town's contingent offer of employment pending the successful completion of the pre-employment process. JS distributed her resume. The offer is for a G-8, Step 7 in the annual amount of \$78,694. He requested the Board's approval for the starting rate.

PS moved to approve the starting wage rate for J. Sherifi at a Grade G-8, Step 7 in the annual amount of \$78,694. MJ seconded the motion. Four members having voted in the affirmative, the motion passed.

JS asked if the Board could meet potentially meet on 3/13/17 at 7:00 pm for the sole purpose of reviewing a job description. It would likely be a 15 minute meeting. JS would confirm later in the week.

The Board scheduled its April meeting for 4/24/17 at 7:00 pm.

MJ moved to adjourn the meeting at 9:10 pm. PS seconded the motion. Four members having voted in the affirmative, the motion passed.

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John Senchyshyn  
ATA/HRD

## **Documents From Personnel Board Meeting**

### **Regular Session**

**March 6, 2017**

#### Document:

2017-03-06 Draft Minutes  
AFSCME 2 Sick Leave Transfer Language  
Article 7 - Personnel By-laws  
Financial/Research Analyst Job Description Draft v1  
Financial/Research Analyst Job Description Draft v2  
2017 ATM Warrant - FTE Counts  
2017 ATM Warrant - Wage Charts  
Proposal for Restructuring Y&F Services  
Public Comment - A. Lewis  
Sherifi Resume  
Standards of Conduct Policy Revisions