

HUMAN RESOURCES BOARD

July 28, 2014

The meeting was called to order by Chairman Ilissa Povich at 7:00 PM in the Human Resources conference room on the second floor of the Wellesley Town Hall. Present were Board members Laura Hockett, Julie Moore and Barbara Peacock-Coady. Also present were Human Resources Director Scott Szczebak and Senior Human Resources Generalist Cheryl Daebritz. Ms. Moore's and Ms. Peacock-Coady's three year terms as Board members began July 1, 2014.

The first order of business was the election of FY 15 officers. Upon a motion duly made and seconded, the Board voted (3 – 0) to elect Ms. Povich as Chairman, with Ms. Povich abstaining from voting. Upon a motion duly made and seconded, the Board voted (3 – 0) to elect Ms. Hockett as Vice-Chairman, with Ms. Hockett abstaining from voting. Upon a motion duly made and seconded, the Board voted (3 – 0) to elect Ms. Peacock-Coady as Secretary, with Ms. Peacock-Coady abstaining from voting.

IT Director Thomas D'Orazio joined the meeting to present his plans for the IT Department. Mr. D'Orazio plans to retire sometime in FY 16 and described the projects he has accomplished or plans to accomplish before that time. One item is succession planning. He proposes to promote Ms. Jane Gates from Technical Operations Manager (Job Group 57) to Assistant IT Director (Job Group 58) and to move Assistant IT Director Robert Ruscetti to the Technical Operations Manager position. Mr. D'Orazio described his rationale for this "swap" in detail and thoroughly answered all Board members questions, adding that Executive Director of General Government Services Hans Larsen was aware of and supported this proposal. Mr. D'Orazio's requested \$5,630 promotional increase for Ms. Gates would raise her annual salary to \$86,439 and preserve her current SIR of 105.8%. Mr. D'Orazio further requested to freeze Mr. Ruscetti's current salary of \$95,590 until that salary falls into the NIS salary range for Job Group 57. Freezing Mr. Ruscetti's at \$95,590 results in a SIR of 125.1%. Upon two motions duly made and seconded, the Board voted unanimously to approve Mr. D'Orazio's request to freeze Mr. Ruscetti's salary and to approve Ms. Gates' promotional increase, each effective immediately. Mr. D'Orazio thanked the Board and left the meeting.

The next item on the agenda was Mr. Szczebak's presentation of the department's FY 15 goals, focusing upon three areas: reviewing Personnel Policies, merit pay plan performance reviews and increasing departmental efficiency.

Mr. Szczebak proposed the formation of a policy review committee to review and update current Personnel Policies and suggested beginning with Policy #1 (Recruitment and Selection), Policy #4 (Drug and Alcohol Testing for Employees in Positions Requiring a . . . CDL . . .), and Policy #12 (Annual Physical Examination). He also commented that several new policies may be written, such as a smoking policy. Ms. Povich stated that she was curious how interested other department heads might be about this process and asked if Mr. Larsen was aware of it.

Mr. Szczebak talked about how to improve and calibrate the performance evaluations of merit pay plan employees. He proposed five actions to re-calibrate the evaluation system (update the goal setting process, update the performance dimensions, redefine the performance level

ratings, establish consensus among the evaluators as to what the ratings represent, and provide assistance to departments as needed).

Board members engaged in a lengthy discussion on topics such as how to quantify behaviors so as to measure what you want to measure, what are the next steps in changing the review process and form, how will department heads react to these changes, and the pros and cons of changing the 1 – 5 rating system.

Mr. Szczebak's third goal of increasing departmental efficiency would be attained by implementing changes such as increased use of the web site, developing departmental guidelines for office procedures, updating forms and streamlining new hire orientation. He then answered remaining questions from Board members.

Upon a motion duly made and seconded, the Board voted unanimously to approve the ratification list. A vote on the minutes of the June 23, 2014 meeting was tabled until the next meeting which is tentatively scheduled for September 2nd. Mr. Szczebak briefed the Board on the recruitment effort for the Library Director and for the Natural Resources Director.

Upon a motion duly made and seconded, the meeting adjourned at 8:45 PM.

Respectively submitted,

Barbara Peacock-Coady
Secretary

DOCUMENTS USED AT THE MEETING: agenda, Document List, Mr. D'Orazio's succession planning memos dated July 18 and July 28, Assistant IT Director job description, Technical Operations Manager job description, segments of the 1/12/1998 Board minutes, 50-series FY 98 salary rates, segment of the 5/19/2014 Board minutes, Mr. Szczebak's FY 15 department goals, Personnel Policies #1, #4, and #12, MGL Chapter 270, Section 22 "Smoking in public places", Wellesley Public Schools CORI policy, Town of Dedham's CORI Policies and Procedures, Introduction to the Conflict of Interest Laws for the Public Sector, ratification list, 6/23/2014 minutes, and recruitment report.