

HUMAN RESOURCES BOARD
September 16, 2020
7:00 PM

AGENDA
ONLINE REMOTE MEETING

1. Employment Actions
 - a. Request for Reclassification – Council on Aging
 - b. Request for Classification of Positions – Council on Aging
 - c. Request for Classification of Position – Finance Department
 - d. Request for vacation adjustment – Library
 - e. FY 21 Matrix

2. Other Actions
 - a. New business
 - b. Approval of ratification list
 - c. Approval of the minutes

ONLINE REMOTE MEETING: <https://www.wellesleymedia.org/live-streaming.html>. View of TV on Comcast 8/Verizon 40. Residents seeking to participate in citizen speak or any other agenda item should email sszcebak@wellesley.gov prior to the meeting to be placed on the agenda and a number will be assigned for speakers.



HUMAN RESOURCES DEPARTMENT

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To: Human Resources Board

From: Scott Szczebak, Director

Date: September 16, 2020

Re: Meeting Information

Request for Reclassification – Council on Aging

Attached is a request from Heather Munroe, Director of Senior Services, to reclassify the Assistant Director of Senior Services from Job Group 54 to Job Group 55. After working with Ms. Munroe and the Council on Aging Board to develop an updated job description, the new classification was moved to a Job Group 55 based on the new Hay analysis. Ms. Munroe plans on attending the meeting to discuss the changes in further detail.

Job Group 54

Minimum	Midpoint	Maximum
\$51,280	\$64,300	\$77,320

Job Group 55

Minimum	Midpoint	Maximum
\$53,690	\$67,540	\$81,380

Request for Classification – Council on Aging

This request is to properly classify two Council on Aging positions from the General Wage Schedule to the 40 Series. This is part of the ongoing project to classify positions that did not belong in the General Wage Schedule to the 40 Series and 50/60 Series. The two positions are Bus Driver in Job Group 42 and Volunteer Coordinator in Job Group 46.

Job Group	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
46	22.89	23.93	25.01	26.15	27.32	28.55
42	18.75	19.61	20.47	21.41	22.37	23.38

Request for Classification – Finance Department

Finance Director Sheryl Strother is requesting a classification for the position of Payroll Manager in Job Group 56. This is a new position and Ms. Strother plans on attending the meeting to discuss this request.

Job Group 56

Minimum	Midpoint	Maximum
\$57,350	\$72,140	\$86,930

Request for Vacation Variance

Jamie Jurgensen, Library Director, is requesting a vacation variance for two new hires for the Library. Ms. Jurgensen is requesting that the two employees’ prior service be credited towards their vacation calculation. Ms. Marsh has been offered the position of Assistant Library Director and would begin this year with three weeks of vacation, and then be eligible for four weeks next year. Ms. Richards has been offered the position of Library IT Director and would be eligible for three weeks of vacation this year.

FY 21 Matrix

Attached are three options for the FY 21 Matrix. There are still performance reviews that have not been submitted to Human Resources so these options still rely on estimates. The purpose of the matrix is to regulate employees’ standing in the range within the compensation plan. Those in the lower ranges are moved towards the midpoint while those in the higher ranges are guided back toward the midpoint. Option 1 and Option 2 will produce an average increase of about 2.4% with an after-tax impact of about \$147,500 - \$155,000. Option 3 will produce an estimated average increase of around 2.2% - 2.25% with a cost of about \$140,000 - \$145,000. Again, these are estimates based on the current information.

Option 1

Performance Rating	Standing in Range				
	80% - 88.9%	89% - 96.9%	97% - 104.9%	105% - 112.9%	113% - 120%
4	3.75%	3.5%	2.5%	2.25%	2%
3	3.5%	3.25%	2.25%	2%	1.75%
2	3.25%	3%	2%	1.75%	1.5%
1	0%	0%	0%	0%	0%

Option 2

Performance Rating	Standing in Range				
	80% - 88.9%	89% - 96.9%	97% - 104.9%	105% - 112.9%	113% - 120%
4	3%	2.8%	2.65%	2.5%	2.25%
3	2.75%	2.6%	2.5%	2.2%	2%
2	2.5%	2.3%	2%	1.85%	1.75%
1	0%	0%	0%	0%	0%

Option 3

Performance Rating	Standing in Range					
		80% - 88.9%	89% - 96.9%	97% - 104.9%	105% - 112.9%	113% - 120%
4		4%	3.75%	2.5%	2.25%	1.75%
3		3.75%	3.5%	2.25%	2%	1.5%
2		3.5%	3.25%	2%	1.75%	1.25%
1		0%	0%	0%	0%	0%

Cara Marsh

EDUCATION

- 9/2014 **DREXEL UNIVERSITY** Philadelphia, PA
MS Library and Information Science – Digital Libraries concentration – Beta Phi Mu
- 1/2010 **FAIRFIELD UNIVERSITY** Fairfield, CT
MA Educational Technology – School Library Media concentration
- 5/2007 **LOYOLA UNIVERSITY MARYLAND** Baltimore, MD
BA Elementary Education

WORK EXPERIENCE

- 7/2019 – Present **SALISBURY PUBLIC LIBRARY** Salisbury, MA
Assistant Director
- Manage 8 staff and 2 volunteers' schedules, projects, training, payroll, time off requests, etc.
 - Improved and increased personnel communication with bi-weekly one-on-one meetings, monthly staff meetings and weekly email updates to proactively problem solve.
 - Spearheaded community outreach to create awareness of library services and offer monthly programs at the Council on Aging. Collaborated with local Pettengill House, YWCA and Census representative to offer public assistance and awareness.
 - Diversified and developed relevant weekly and monthly adult and children's programs while increasing marketing scope and frequency, including starting a monthly e-newsletter.
 - Maintain and update staff and patron software and online resources: PC Reservation, Envisionware, Event Keeper, Tix Keeper, website, social media pages, e-newsletter, Wowbrary, Kanopy.
 - Initiated upgrade of staff and patron PCs to Windows 10 and Deep Freeze cloud version in collaboration with Merrimack Valley Library Consortium technology support.
 - Resolved long-standing thermostat programming, alarm and panic button issues within first 2 months.
 - Attend monthly and quarterly consortium and state committee meetings: assistant directors, planners, outreach, circulation/ILL, reference, technology.
- 9/2017 – 7/2019 **BLAISDELL MEMORIAL LIBRARY** Nottingham, NH
Library Director
- Developed and facilitated diverse adult programming including: cookbook group, documentary films, technology workshops, cultural, health, and historical programs, built seed library. Doubled monthly adult programs and attendance within 3 months.
 - Within the first month modernized and enhanced the library's marketing practices. Consistently maintained and updated library website, Facebook page and events, digital and print calendars, e-newsletter, flyers, town website, local TV station, school email listserv, town bi-monthly newsletter. Increased website traffic, Facebook page likes, Instagram followers, and e-newsletter subscribers.
 - Worked with the board of trustees to establish and fill a children's librarian position resulting in increased quantity and quality of children's programming.
 - Directed the transition to Overdrive Advantage and facilitated monthly Overdrive workshops which led to a 35% increase in digital checkouts in 1 year.
 - Spearheaded technology upgrade in meeting room with 65" smart TV, Chromecast, and Apple TV to enhance programming for all ages and improve community meeting space.
 - Built relationships and consistently collaborated with town departments, committees, and groups, such as the Recreation Department, Women's Group, school counselors and teachers, Tri-Centennial Committee, Historical Society, on programs and events to maintain library's community engagement.
 - Proactively repaired existing, long-term building issues as well as envisioned a new floor plan and executed the reorganization and interior painting of the first floor to create an improved, welcoming, effective, patron-focused space.
- 11/2015 – 9/2017 **WELLESLEY FREE LIBRARY** Wellesley, MA
Reference Librarian
- Coordinated, developed, and supervised 25+ diverse monthly adult technology workshops on software and digital tools, including planning, teaching, evaluating, and implementing new workshops to meet community needs. Created original curriculum and taught 5 monthly adult technology workshops.

- Leader in development and facilitation of NAO robot initiative including 30 hours of staff and volunteer training, bi-weekly demonstrations, development and scheduling of 7 curricula, and 5 weekly programs, weekly and monthly email, blog and social media marketing; Robot Committee member and presenter at Massachusetts Library Association annual conference.
- Spearheaded a successful bi-yearly, 3-part documentary film and discussion series.
- Developed bi-monthly small business, entrepreneur, and job seekers workshop series utilizing library resources, and federal and local agency experts.
- Managed weekly and monthly schedules, training, and projects for 10 department volunteers.
- Selected, evaluated, and managed the budget for digital and print resources for 7 content areas.
- Created and maintained webpages for career, business, and consumer resources to enhance remote and local accessibility applying user-experience and web best practices and principles; Website committee member.

11/2014 – 10/2015

ARNOLD WORLDWIDE Boston, MA

Knowledge Management Associate

- Applied advanced knowledge and research skills of subscription resources and internet sources to answer, on average, 6 in-depth daily research requests.
- Evaluated and managed 20 agency-wide resource subscriptions, including budgeting, vendor relations, and contract renewals.
- Proactively supported 70 colleagues from 6 departments by answering daily research requests and provided training on effective use of 20 subscription resources.
- Created C-suite briefing materials prior to new business pitches including analysis and strategic insights.

6/2014 – 11/2014

DENTAQUEST INSTITUTE Westborough, MA

Intern – Quality Improvement Team

- Created a 20 page web-based learning portal for a collaborative of 15 dentist offices.
- Collaborated with peers and end-users to design a self-guided, on-demand virtual learning platform.
- Initiated custom site revisions to page layout, navigation features, and text appearance using HTML.

5/2014 – 11/2014

TOXIKON CORPORATION Bedford, MA

Intern – Librarian/Document Control Specialist

- Led the digitization of 300+ paper employee training files into web-based database in 4 months.
- Created a searchable digital library catalog of 1000+ academic articles.
- Developed 30 web-based training course modules for 5 departments with electronic attendance signatures.
- Initiated company-wide training of employee record database and modules for 300+ people.

5/2013 – 4/2014

PLAISTOW PUBLIC LIBRARY Plaistow, NH

Interim Head of Youth Services Librarian (12/2013 – 4/2014)

Assistant Youth Services Librarian (5/2013 – 12/2013)

- Enhanced children and teen webpages with new events and online services using content manager.
- Planned, promoted and directed, on average, 15 youth and teen programs per month.
- Executed and implemented the \$20,000 redesign of the children's room.
- Budgeted and coordinated comprehensive summer reading program for 250+ children and teens.

11/2012 – 6/2013

WINTHROP SCHOOL South Hamilton, MA

Library Media Specialist – Grade K – 5

- Built new library website with online catalog, research websites, and 12 classes of student work, enrichment, and volunteer information for in-school and remote access.
- Coordinated and trained 20 parent volunteers and collaborated on 3 fundraising efforts.
- Enhanced and weeded 5,000 item collection to support curriculum with current print and electronic resources.

9/2010 – 6/2012

JOHN WINTHROP MIDDLE SCHOOL Deep River, CT

Library Media Specialist – Grades 7 – 8

- Managed \$30,000 budget, built curriculum focused 20,000 volume collection with 9 electronic databases.
- Supervised a part-time library assistant in addition to 5+ regular volunteers.
- Created library wiki page to support 400 students, 20+ staff and all subject areas.
- Introduced and integrated cross-curricular use of NoodleTools and GoogleDocs.
- Collaborated with 4 grade level teams and 10 content area teachers to implement research projects.

Cara Marsh

- Utilized Glogster, Animoto, WikiSpaces, PhotoStory to enhance student learning and presentation skills.

9/2009 - 6/2010

MILL RIDGE INTERMEDIATE SCHOOL Danbury, CT

Library Media Specialist – School Improvement Team – Grades 3 – 5

- Hosted monthly library nights for students' families to use library resources together, including ESL support.
- Enhanced teacher-led weekly computer lab time by implementing inquiry-based projects integrating media, science, and social studies curricula.
- Analyzed performance data and implemented social and academic support programs for 50+ students.
- Presented 4 district-wide technology professional development workshops on Apple Software and Promethean Board application and integration.

9/2008 - 6/2009

BURR ELEMENTARY SCHOOL Fairfield, CT

Graduate Intern - Library Media Center & Reading Aide Intern – Grades K – 5

- Collaborated with 15 teachers to create 20+ technology enhanced projects using SMARTboard, PhotoStory, KidPix, HyperStudio, PowerPoint and Podcasting.

1/2008 – 6/2008

POQUONOCK SCHOOL Windsor, CT

Long-Term Substitute – Grade 5

- Integrated use of SmartBoard for interactive teaching and learning.
- Collaborated with grade level team using student data for enrichment and intervention math groups.

TECHNICAL SKILLS

- **Hardware/Software Support and Training**
Windows, Mac OS X, Office, Google Apps
- **Network and Email Administration**
Windows Server, Active Directory, Exchange Server
- **Website and Application Development**
CivicPlus, ConcourseConnect, WordPress, Java
- **Library Hardware/Software**
EnvisionWare, Faronics, Sierra, Bibliotheca
- **Statistical Programming and Analysis**
SAS, SPSS, Stata, Systat
- **Database Management**
SQL, MySQL, Access, FileMaker Pro, SAS/FSP
- **BI, Report Development, and Data Visualization**
JasperReports, iReport, myDIALS/Adaptive Discovery
- **Other Software**
Ninite, Freshdesk, Macrium Reflect, Zoom

EDUCATION

Master of Arts, Sociology, Brown University
Bachelor of Arts with High Distinction and Honors, Rollins College

MAJOR ACHIEVEMENTS

- Designed, maintained, and supported the IT, statistical, and database management infrastructure for a Harvard research group
- Analyzed psychopharmacological outcome data used in numerous clinical drug trials, publications, and presentations
- Managed all phases of software development, testing, deployment, database management, and support for CoreValue, a suite of web-based applications used to monitor company performance on industry-specific financial and operational metrics

RELEVANT EXPERIENCE

Technology and Innovation Assistant, Wellesley Free Library, 2016-Present

- Research, troubleshoot, resolve, and document IT issues
- Install, customize, and update hardware and software
- Establish and maintain network user accounts and associated permissions
- Analyze study data, manage databases, and prepare charts

Technical Administrator, Wellesley Zoning Board of Appeals, 2018-Present

- Update and post content for the ZBA section of the Town of Wellesley website, including meeting notices and agendas, new applications and plans, draft and final decisions, petitions by address, and related forms
- Develop new web content based on public, staff, and Board information requests
- Design and create a database of historical ZBA case data to be imported into an online permitting system
- Provide IT recommendations and support for the ZBA staff and the Board as needed

Clerk, Wellesley Town Clerk's Office, 2014-2018

- Processed requests and payments for birth/death/marriage/business certificates and dog licenses
- Maintained vital records, licensing, and ethics training databases
- Created and documented standard operating procedures
- Assisted with the administration of municipal, state, and federal elections, including voter registration and absentee ballots

Director of Technology, CoreValue Software/Chairman's View, 2008-2011

- Provided email, telephone, and remote support to end users and documented trouble tickets
- Monitored Windows and Linux servers and staff computers to ensure optimal performance, connectivity, and security
- Developed, tested, and deployed reports for the CoreValue application using SQL and Java in iReport and JasperReports
- Designed and maintained MySQL databases and JasperReports repositories on the CoreValue servers
- Developed, tested, and deployed dashboards for the CoreValue application using the myDIALS platform
- Supervised the work of consultants and vendors, including application developers and hosting companies

RELEVANT EXPERIENCE (cont.)

Manager of Information Systems and Database Administration, Commonwealth Research Center, Harvard Medical School Department of Psychiatry, and Beth Israel Deaconess Medical Center Department of Psychiatry, 1989-2007

- Provided IT, statistical, and database support to Harvard researchers studying chronic mental illness
- Purchased, installed, customized, and supported hardware and software for Windows and Macintosh computers
- Managed the Windows-based network for Harvard, CRC, and BIDMC users at the Massachusetts Mental Health Center
- Maintained an inventory of all IT assets and managed the acquisition and distribution of site licenses
- Used SAS, SPSS, and other statistical applications to analyze clinical, biochemical, and neuropsychological research data
- Designed and implemented data management procedures and supervised the work of data entry personnel

Teaching Assistant, Introduction to Java Programming, Harvard University Summer School, Summer 1999

- Taught two 1-hour sections each week in a Java programming course designed for students with programming experience
- Provided additional instruction to students on an individual basis and in small groups

TOWN OF WELLESLEY

Position Description

TITLE: Payroll Manager
DEPARTMENT: Selectmen
DIVISION: Financial Services

DATE: 9/10/2020

APPROVED: 

HUMAN RESOURCES:

ACCOUNTABILITY OBJECTIVES

The Payroll Manager is responsible for the timely and accurate production and processing of the weekly Town-wide payroll (includes School, Municipal Light Plant (MLP), and all other Town Departments) and plays a pivotal role in the ongoing accuracy and integrity of the payroll masterfile. The incumbent is an integral member of project management teams that implement new technology or establish systems designed to properly administer benefit changes.

NATURE OF POSITION

The Financial Services Department processes the weekly payroll for over 1,200 employees. The Payroll Manager is responsible for initiating the weekly payroll process and making files available to the departments, then later consolidating and verifying the accuracy, approvals, and supporting documentation for the inputs of all departments.

As the primary responsibility, the Payroll Manager verifies the approval and appropriate documentation, then processes all permanent and temporary changes made to the payroll system. All data received from the various Town departments is verified, and all necessary wage computations are performed. As a complement to the payroll system, the incumbent maintains the employee absence reporting system that documents all employee absences on a weekly basis. The position also administers withholdings.

The Payroll Manager must have an intimate knowledge of the computerized payroll and absence reporting systems and familiarity with the terms of the By-laws and all collective bargaining agreements. The incumbent carries out responsibilities with a minimum of supervision, and refers matters of difficulty to the Finance Director. The incumbent has a significant amount of interaction with various Town departments, requiring excellent interpersonal and communication skills.

DIMENSIONS

There are approximately 1,200 Town employees; weekly payrolls are approximately \$800,000 and biweekly school payrolls are an additional \$2.6 million. The incumbent has complete access to confidential Payroll and Deduction information for all employees and must safeguard this information at all times.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Updates the payroll masterfile based upon properly approved source documents obtains any missing approvals before updating. Processes properly authorized withholding changes that are requested by Human Resources, a court order, or the employee. Maintains physical payroll files.
2. Calculates retro pay when appropriate, including payments for union contract settlements.
3. Creates annual pay tables for the MUNIS payroll system based upon union contract agreements and obtains approval from appropriate management before inputting. Must be thoroughly familiar with contract terms in order to verify weekly payrolls.
4. Maintains deduction codes for all positions with the Town. Participates in meetings to change or add codes required by changing regulations, benefit offerings, and contract terms. Is aware of tax regulations associated with payroll and benefits.
5. Enters deductions for all new hires. Computes voluntary salary deductions for each employee (except health and life insurance premiums); enters Retirement System deductions; prepares special computations for payroll purposes as needed.
6. During weekly payroll, electronically "moves" departmental payroll batches for the departments that enter their hours.
7. Receives completed worksheets and time cards from Town departments; verifies payroll changes for accuracy; checks timecards for accuracy; prepares payroll totals for verification with payroll batch printout. Directly inputs payroll for smaller Town departments. Obtains proper management approvals and documentation. Brings unusual entries to the Finance Director's attention and may request additional documentation.
8. Maintains weekly employee absence reporting system for all non-instructional Town employees.
9. Maintains relationship with unemployment compensation consultants in order to determine validity of claims; audits claims billed to the Town and works with departments, including the School Department, to complete unemployment forms with supporting documentation. Submits all claims electronically via the state's online platform. Communicates with department heads to ensure they attend scheduled determination hearings when applicable.
10. Processes direct deposit requests from employees, after verifying the employee's identity

and adds bank code for new banks to ensure proper setup.

11. Verifies employment and wages for unemployment filings, mortgage applications, IRS liens, child support; prepares various reports and listings as required by the Town and the State; and compiles payroll related data as required.
12. Assists with contract costing, performs employees counts and data analysis as requested by the Finance Director.
13. Updates calendar year end deduction limits, including 457 plans and union deductions when applicable. Enters yearly auto allowance in a December payroll.
14. Verifies longevity eligibility with Human Resources and administers yearly longevity payment in July for non-union staff.

MINIMUM QUALIFICATIONS

- Associates degree in Accounting or Finance and at least five years' lead payroll experience in a large organization.
- Must be proficient with Excel.

Preferred

- Four year degree in Accounting or Finance and three years' lead payroll experience in a large organization.
- MUNIS proficiency.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Personal computer, including word processing, spreadsheet, and presentation software; 10-key calculator; telephone; copy and fax machines.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is frequently required to sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The incumbent is occasionally required to walk.

The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually quiet.

NEW

TOWN OF WELLESLEY

Position Description

TITLE: Assistant Director of Senior Services

DATE:

DEPARTMENT: Council on Aging

APPROVED: H. Munroe

HUMAN RESOURCES:
/S. Szczebak/

ACCOUNTABILITY OBJECTIVES

The Assistant Director of Senior Services supports the Council On Aging Director and performs a wide range of administrative functions designed to ensure the efficient and effective delivery of services to the older adult population of the Town. The Assistant Director also serves as Acting Director in the absence of the Director.

NATURE OF THE POSITION

Reporting to the Director of Senior Services, the Assistant Director of Senior Services' primary functions are to: oversee the day-to-day operations of the COA's bus and volunteer driver transportation programs and staff; supervise and oversee the Volunteer Coordinator. The work requires excellent organizational skills, knowledge of the COA's resources, and the needs of the Town's seniors, especially those related to transportation. Assignments are completed independently with minimal direction. The incumbent may represent the COA within the state and local aging network when requested by the Director, and occasionally attends meetings/events during evenings and weekends.

DIMENSIONS

The total FY21 budget for the COA is approximately \$461,545 which includes the personal services budget of approximately \$388,445. The Executive Office of Elder Affairs' grant is approximately \$65,000. The COA services approximately 3,000 senior citizens annually. Currently the COA services approximately 3,000 older adults annually, of the approximately 6,000 senior population in the Town of Wellesley

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Utilizes automated systems wherever possible to develop measurement parameters for management and to review the effectiveness of all programs and activities. Trains the staff on data preparation and analysis.
2. Assists the Director in planning, developing, and executing a strategic plan for the COA. Serves as the liaison for the Town's Unified Plan.
3. Oversees all facets of the COA's transportation program, including service improvements and conflict resolution. Assists in hiring, training and supervising COA bus drivers.
4. Supervises the Volunteer Coordinator. Provides direction, objectives, and support.
5. Manages the Volunteer Driver's Program (VDP). Works with the Volunteer Coordinator to on-board and train Volunteer Drivers, updates materials, conducts training, tracks volunteers, utilizes Assisted Rides software, and manages all volunteer driver requests from patrons.
6. Serves as the COA's Information Technology liaison. Responsible for the administration of and training in various departmental software, including but not limited to: My Senior Center, Assisted Rides, and building security software.
7. Authorizes the use of emergency transportation fund(s), VDP, and other resources. Responsible for preparing the departmental bills, handling refunds and reimbursements for review and signature by Director. Prepares and enters requisitions and purchase orders and issues refunds when applicable.
8. Prepares and completes the Department's weekly payroll including collecting time sheets from staff members and ensuring all hours and account numbers are properly charged. Maintains accurate records of all COA staff reimbursements.
9. Supports staff with management of the Department's Social Media accounts. Ensures that the COA's web site pages are updated and attractive to COA clients.
10. Interacts regularly with older adults on the telephone, via email and face-to-face on issues ranging from daily programming to emergencies. Utilizes broad range of knowledge to know when to refer to appropriate services, troubleshoot and resolve patron issues, and handle all situations involving transportation matters.
11. Attends monthly COA Board meetings. Assists the Director in scheduling monthly meetings of the COA Board; prepares minutes and agendas; meets with committees and prepares resource materials as requested; and maintains minutes and documents related to meetings.

12. Assists the Director in writing the annual reports to the Massachusetts EOE and the Town of Wellesley.
13. Processes and maintains CORI checks for all volunteers and instructors.
14. Represents the COA within the state and local aging network as directed by the Director and serves as Acting Director of Senior Services when the Director is absent.
15. Oversees and manages food program. Serves as Serve Safe designee for the COA.
16. Perform Annual Performance Reviews for the Volunteer Coordinator and bus drivers.
17. Performs all other duties as required or assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree from an accredited institution in Social Services, Human Services, Gerontology, or closely related field, with three to five years of experience in program administration (preferably in the field of human services) or a combination of education and experience deemed equivalent. Social services background and municipal experience preferred. Work experience should demonstrate increasing levels of responsibility, including supervisory experience.

- Must be Serve Safe certified, or willing to become so, within six months of hiring. Responsible for overseeing kitchen functions and operations.
- Demonstrable, comprehensive knowledge of elder networks and genuine interest in working with older adults.
- Proficient in working with technology, computers and computer troubleshooting.
- Proficient in Microsoft Office, including: Word, Excel, and Powerpoint.
- Working knowledge of database management, accounting software, and building maintenance software.
- Thorough knowledge of programs and services directly affecting older adults.
- Excellent oral and written communication skills and the ability to deal effectively with the general public.
- Ability to listen carefully and empathetically.
- Valid driver's license.

Preferred

- Master's Degree in Social Services, Human Services, Gerontology, or closely related field.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Personal computer to include word processing, spreadsheets and databases; multi-line telephone; copy and fax machines; scanners, calculator; LCD projector, television and DVD player; and automobile.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is frequently required to walk, sit and talk or hear. The incumbent is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

Majority of work is performed in a moderately noisy office work environment, with frequent interruptions. Some work is performed outside the office during visits to clients' homes.

OLD

TOWN OF WELLESLEY

Position Description

TITLE: Assistant Director of Senior Services (54) **DATE:** 7/28/2015
DEPARTMENT: Council on Aging **APPROVED:** /G. Thieme/
HUMAN RESOURCES:
/S. Szczebak/

ACCOUNTABILITY OBJECTIVES

The Assistant Director of Senior Services performs a wide range of administrative functions designed to insure the efficient and effective delivery of services to the senior population of the Town. The incumbent develops and maintains processes to evaluate Departmental programs and services and makes relevant recommendations to the Director and the Board. The Assistant Director oversees the Council on Aging's (COA) transportation programs, supervises transportation staff, prepares and monitors the Department's budgets, and serves as Acting Director in the absence of the Director.

NATURE OF THE POSITION

The Council on Aging (COA) was established in 1972 under Article 33 of the Town of Wellesley Bylaws to develop, implement and direct programs and services designed to meet the needs of Wellesley residents age 60 and over.

Reporting to the Director of Senior Services, the Assistant Director of Senior Services' primary functions are to develop parameters used to measure the COA's current and future programs and activities; to oversee the day-to-day operations of the COA's bus and volunteer driver transportation programs and staff; and to prepare and monitor the COA's operating and capital budgets. The work requires excellent organizational skills, knowledge of the COA's resources and the needs of the Town's seniors, especially those related to transportation. Assignments are completed independently with minimal direction. The incumbent may represent the COA within the state and local aging network when requested by the Director. Attends meetings outside of normal business hours and makes home visits as needed.

DIMENSIONS

The Department's total FY 16 budget is approximately \$469,000, which includes a personal services budget of approximately \$363,000 (\$70,000 related to transportation). In FY 16, the Massachusetts Executive Office of Elder Affairs (EOEA) grant is approximately \$43,400. The COA provides services to approximately 2,900 senior citizens annually.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Utilizing automated systems wherever possible develops measurement parameters for management review of the effectiveness of programs and activities and for the evaluation of future ones. Trains the staff on data preparation and analysis. Assists the Director in the evaluation of future programs and activities based on the research. Understands the costs of the programs.
2. Supervises the COA's transportation services. Is responsible for transportation rationalization and service improvements that are conducive to providing more cost effective means to service passengers. Resolves service complaints.
3. Assists in hiring and trains and supervises part-time transportation coordinators, part-time schedulers, part-time bus drivers and on-call bus drivers.
4. Prepares the annual operating and capital budgets, meeting with the Director, staff, the Board, Selectmen and Advisory Committee in the budget process. Monitors the budget and prepares regular budget related reports for the Board. Notifies the Director of situations that need action.
5. Assists the Department in increasing the use of automation, making better use of computers and software. Serves as the liaison with the Town's IT Department.
6. Ensures that the COA's web site pages are updated and attractive to COA clients.
7. Interfaces regularly with senior citizens on the telephone, via email and face-to-face on issues ranging from simple requests to emergencies.
8. Assists the Director in writing the annual reports to the Massachusetts EOE and the Town of Wellesley.
9. Represents the COA within the state and local aging network as directed by the Director and serves as Acting Director of Senior Services when the Director is absent.
10. Performs other duties as required or assigned.

MINIMUM QUALIFICATIONS

- Bachelor's Degree from an accredited institution in Public Administration, Business, Accounting or a closely related field and three to five years of experience in program administration (preferably in the field of human services) or a combination of education and experience deemed equivalent.
- Working knowledge of elder networks and genuine interest to work with senior citizens.
- Working knowledge of computers and computer troubleshooting.

- Working knowledge of database management and accounting software.
- Ability and skill to handle crises.
- Ability to listen well and empathetically and to maintain confidentiality.
- Excellent interpersonal and verbal and written communication skills.
- Valid driver's license and own vehicle.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Personal computer including word processing and database software; copy and fax machines; multiline telephone; LCD projector, TV, and DVD player; calculator; simple hand and power tools and equipment; and motor vehicle.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is frequently required to walk, sit and talk or hear. The incumbent is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

WORK ENVIRONMENT

Majority of work is performed in a moderately noisy office work environment, with constant interruptions. Some work is performed outside the office during visits to clients' homes. Subjected to the stress of the volume and/or rapidity with which tasks must be accomplished, emotional client issues, and emergencies.

TOWN OF WELLESLEY

Position Description

TITLE: COA Bus Driver

DATE: ~~9/4/2014~~08/25/2020

DEPARTMENT: Council on Aging
Munroe/

APPROVED: /G.—ThiemeH.

HUMAN RESOURCES:
/S. Szczebak/

ACCOUNTABILITY OBJECTIVES

The Council on Aging (COA) Bus Driver provides safe transportation to medical appointments, stores, and social engagements for Wellesley’s senior citizens via a wheelchair accessible bus. The incumbent maintains accurate passenger records and performs daily safety checks.

NATURE OF POSITION

The Council on Aging was established in 1972 under Article 33 of the Town of Wellesley Bylaws to develop, implement and direct programs and services designed to meet the needs of Wellesley residents age 60 and over.

Reporting to the Director of Senior Services, the COA Bus Driver’s primary responsibility is to safely transport Wellesley’s senior citizens to and/or from their destinations. The work requires a clean driving record, organizational and interpersonal skills and concern for the safety of passengers and equipment. The incumbent must be available for evening and weekend duties as needed.

DIMENSIONS

The total FY21 budget for the COA is approximately \$461,545 which includes the personal services budget of approximately \$388,445. The Executive Office of Elder Affairs’ grant is approximately \$65,000. The COA services approximately 3,000 senior citizens annually.

~~The COA’s total FY 15 budget is approximately \$358,893. The budget for the bus service is \$66,524, most of which is grant funded. The Council services approximately 2,900 senior citizens annually.~~

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Drives passengers to their appointments/destinations on time. Picks passengers up at their homes; drives them to their destinations; helps them on and off the bus as needed; picks passengers up within 15 minutes of the scheduled time; and drives them back to their homes.

2. Makes daily safety checks of all operating equipment, including the hands-free communication system. Inspects the bus before each shift, checking tires, oil, horn, directional indicators, flashers, brake lights and interior cleanliness. Completes the vehicle inspection checklist.
3. Ensures the bus is in safe operating condition. Reports any malfunction to the Director and to the MetroWest Regional Transit Authority (MWRTA). Makes arrangements with the MWRTA for preventive maintenance as required. Delivers the bus to the repair area and returns it to the COA when the maintenance/repairs have been completed.
4. Picks up bus schedule before each shift. Keeps accurate records of passengers, their pick-up and destination sites, and the time. Returns completed trip log to the COA office. ~~Reports any unscheduled passengers to the COA and updates the log. Enters trip log into myseniorcenter.com database as needed. Collects bus tickets from passengers and returns them to the COA office.~~
5. Performs basic vehicle maintenance. Washes the exterior of the bus, cleans the interior and washes the windows; fills the fuel tank when it is half full and has the oil checked; signs the receipts as needed and returns them to the COA office. Parks and securely locks the bus in the designated area at the end of the shift.
6. Ensures passenger safety by checking that all passengers are wearing seat belts when the bus is in motion and that the wheelchair locks and bus lift are secure.
7. Observes changes in passengers' behavior patterns and report them to the Director.
8. Reports all accidents, regardless of damage, to the Director and to the Police.
9. Participates in training as needed and complies with contractual requirements.
10. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- The ability to read and write English.
- Possession of a valid driver's license.
- Possession of a clean driving record with no moving violations in the past five years.
- Successful completion of all MWRTA required training and re-training.

- Sincere interest in working with seniors and sensitivity to their needs.
- Basic familiarity with personal computers and spreadsheet software.

Preferred

- Experience working with the senior population.

ESSENTIAL JOB FUNCTIONS

TOOLS AND EQUIPMENT USED

Wheelchair accessible bus; hands-free communication system; GPS, and Ranger device and personal computer.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to walk.

The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate.

TOWN OF WELLESLEY

Position Description

TITLE: Volunteer Coordinator

DATE: 2/11/2020

DEPARTMENT: Council on Aging

APPROVED Judith Webster

HUMAN RESOURCES:

ACCOUNTABILITY OBJECTIVES

The Volunteer Coordinator develops and oversees an effective volunteer service program that meets the needs of the senior community with particular focus on strengthening the community by expanding intergenerational opportunities and by providing seniors with rewarding experiences through volunteer work. The incumbent's focus is on ensuring all programs and services are well run, adequately staffed with well-matched and trained volunteers and ensures the volunteers have a meaningful impact with the seniors as well as a positive volunteer experience, inspiring an environment of inclusiveness, warmth and friendliness.

NATURE OF POSITION

Overseen by an 11 member appointed Council, the Department plans and implements programs; provides direct services; acts as a resource to the community; and communicates information about services offered by various agencies to the Town's senior citizens.

Reporting to the Director of Senior Services, the Volunteer Coordinator's primary responsibilities include managing and expanding the volunteer service program, increasing the size of the volunteer pool for the Wellesley Council on Aging (COA); and identifying the needs of seniors and staff that can be met by volunteers. The incumbent's work involves program development and volunteer recruitment; maintaining good working relationships with individuals of all ages and with a variety of personalities; interacting with clients and volunteers with sensitivity as well as interacting with the general public, other volunteer organizations, and other COA's. Position requires strong interpersonal and communication skills and a focus on maximizing operational efficiency through process improvement, and reporting any problems or concerns to the Assistant Director of Senior Services.

DIMENSIONS

The total FY20 budget for the COA is approximately \$450,000 which includes the personal services budget of approximately \$390,000. The Executive Office of Elder Affairs' grant is approximately \$65,000. The COA services approximately 3,000 senior citizens annually.

PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

1. Serves as the primary point of contact with both active and prospective Volunteers and their interaction with staff and patrons of the COA. Reviews current and identifies new COA volunteer service programs and activities to determine how volunteers can meet the needs of the senior population. Match high qualified candidates to programs.
2. Meets with local community groups and organizations to determine their interest in participating/providing current and newly identified volunteer services. This includes fostering relationships with organizations such as: Wellesley High School Key Club, Wellesley Service League, local youth organizations such as National Charity League, the Boy and Girl Scouts, and other community organizations.
3. Recruits, interviews, and checks references on all prospective volunteers. Provides general supervision of all volunteers, evaluates their performance, assesses their skills and selects appropriate service assignments. Trains volunteers and provides feedback and supports, leads on an on-going basis.
4. Develops volunteer manuals to include the policies and procedures of the Wellesley COA and the rights and responsibilities of volunteers. Updates the manual as needed and ensures volunteers know and understand ongoing policy and procedural updates.
5. Develops job descriptions for each volunteer role and revises as needed. Develops interest forms for prospective volunteers to assist in assigning tasks.
5. Maintains volunteer schedules and communicates scheduling needs as changes occur. Ensure adequate staffing, training, and consistency across key day-to-day volunteer positions.
6. Processes CORI background checks on all volunteers and paid instructors who come to the TPC and who have interaction with the senior population. Ensures compliance with CORI renewal.
7. Ensures proper Food Safety guidelines are communicated and followed by all lunch volunteers. Coordinates training with the Wellesley Health Department. Tracks volunteer compliance with training.
8. Set-up and maintain records of volunteers in the MySeniorCenter database. Ensure all volunteers are entered properly and activated in appropriate groups. Enter CORI dates and run reports to ensure compliance.
9. Works with Senior Activities Coordinator and Director to develop and schedule new programs initiated by prospective volunteers and community organizations.
10. Markets the volunteer service programs to seniors and their families and to prospective volunteers by: creating and maintaining web pages on appropriate websites, such as: the Town's website, VolunteerMatch, and other similar locations. ;submitting articles to the local newspaper(s), and creating and distributing promotional brochures and prospective volunteer information packets.

11. Maintains a database of all individuals seeking volunteer services and tracking specific needs/requests. Communicates with COA staff members and/or other referral sources to ensure that seniors' requested services are accurately communicated to the volunteers.
12. Keeps abreast of all volunteer opportunities – both at the Council on Aging and off-site.

Plans, organizes and coordinates at least one volunteer recognition events annually within appropriated budget.
13. Attends volunteer management conferences/workshops and aging network meetings. Interacts with other COA's for information sharing and to leverage best practices.
14. Supervises programs run by volunteers.
15. Performs other related duties as required..

MINIMUM QUALIFICATIONS

- High School diploma or equivalent.
- Two to five years' experience overseeing a volunteer program.
- One to three years' experience in a supervisory role.
- Excellent interpersonal skills, specifically with a senior population.
- Excellent oral and written communication skills.
- Excellent organizational, coordination, and time management skills.
- Experience with public speaking.
- Computer skills including familiarity with Microsoft Office Suite and Google Calendar.
- Ability to work cooperatively and collaboratively with COA staff, the public, and other town departments.
- Ability to adapt to a fluid work environment where in priorities change frequently.
- Ability to do accurate and detailed while multitasking day to day activities.

Preferred

- Associates' Degree.
- Experience supervising volunteers.

- Experience working in a Human Service Agency, particularly with senior citizens.

ESSENTIAL JOB FUNCTIONS:

TOOLS AND EQUIPMENT USED

Personal computer, Microsoft Word, Excel, and database software, telephone, copy and fax machines, calculator, and automobile.

PHYSICAL DEMANDS

While performing the duties of this job, the incumbent is frequently required to sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The incumbent is occasionally required to walk.

The incumbent must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

Majority of work is performed in a moderately noisy office work environment, with numerous interruptions and distractions and where in changes to volunteer scheduling occur on a frequent basis.



HUMAN RESOURCES DEPARTMENT

Town Hall
525 Washington Street
Wellesley, MA 02482

781-431-1019 ext. 2244
781-431-8643 fax
hr@wellesleyma.gov

Board Action:

September 16, 2020

To: Human Resources Director

Re: Ratification List

Since August 19, 2020, the Human Resources Director has approved the actions listed below in accordance with Article 31 of the Town Bylaws, the Salary Plan, appropriate collective bargaining agreements and under the authority granted to the Human Resources Board is hereby requested to ratify such actions.

Code Dept.	Name	Change	Classification	Group	Rate	Date
D2008073 FMD	Liam Rafter	STEP	Custodian	FA15-2 FA15-3	20.40 21.32	8/6/2020
D2008074 POL	Cheryl Carlson	STEP	Police Records Manager	46-3 46-4	25.01 26.15	8/21/2020
D2008075 DPW	Brian Zabchuk	TEMP PROMO	Foreman A/Automotive Mechanic Fleet Supervisor	20-6 S55-4	32.89 35.01	8/19/2020
D2009076 LIB	Quincy Knapp	STEP	Reference Librarian	L14-2 L14-3	29.18 30.35	8/8/2020
D2009077 LIB	Melanie Griffiths	STEP	Library Assistant	L4-4 L4-5	21.64 22.51	8/15/2020
D2009078 FMD	Luigi Gigliotti	STEP	Head Custodian	FA17-3 FA17-4	25.50 26.63	8/8/2020
D2009079 DPW	Mark Patenaude	PERM PROMO	Foreman A/ Construction (Temp) Foreman A/ Construction	20-6 20-6	32.89 32.89	8/5/2020
D2009080 FMD	Steven Hoffman	RECLASS	HVAC Controls Technician	23-6 24-6	37.04 38.89	7/1/2020

D2009081 DPW	Waldemar Caban	STEP	Horticulture Technician	20-5 20-6	31.40 32.89	8/21/2020
D2009082 DPW	Antonio Ferro	FNRL LOA	Park Maintenance Worker	13-6	23.66	8 Hours
D2009083 FMD	Moises Burgos	STEP	Custodian	FA15-4 FA15-5	22.30 23.28	7/31/2020
D2009084 POL	Michael Mankavech	STEP	Police Officer	P10-3 P10-4	1075.61 1138.79	9/10/2020
D2009085 POL	Richard Dami	STEP	Parking Attendant	Step 2 Step 3	18.00 19.50	9/12/2020

HUMAN RESOURCES BOARD

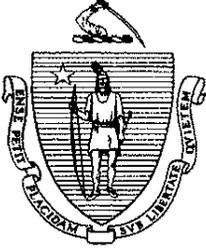
CC: Sheryl Strother, Finance Director

HUMAN RESOURCES
RECRUITMENT REPORT
SEPTEMBER 10, 2020

		Number of openings on August 19, 2020	51 (3 on hold)	
		Number of positions filled:	11	
		Number of new openings:	4	
		Number of openings on September 10, 2020	44 (3 on hold)	
Req. Date	Dept.	Position Title	Status	Source
5/28/2019	PLAN	Senior Planner	Interviewing	
9/10/2019	FIRE	Firefighters (4)	Pending physicals	
9/19/2019	HLTH	Community Social Worker <20	Withdrawn	
10/21/2019	DPW	Truck Driver A/Laborer (2)	Reviewing applications	
11/19/2019	DPW	Staff Engineer	Bernardo Niati DOH = 9/28/2020	Indeed.com
12/23/2019	NRC	Secretary	Checking references	
1/3/2020	IT	Desktop Administrator	Withdrawn	
1/3/2020	IT	Applications Administrator	Interviewing	
1/17/2020	DPW	Fleet Maintenance Mechanic	Interviewing	
1/31/2020	DPW	Office Assistant (-011)	Alexandra Luchetti pending physical	
3/4/2020	LIB	Librarian (2) (On-call)	On hold	
3/9/2020; 3/11/2020	FMD	Custodian (Temp) (2)	Interviewing	
3/5/2020	DPW	Park Maintenance Worker	Withdrawn	
3/24/2020	REC	Program Coordinator	On hold until 2021	
5/22/2020	LIB	Assistant Director	Cara Rothman DOH = TBD	Town employee
5/22/2020	FMD	Custodian <20 hours (-031)	Interviewing	
5/22/2020	FMD	Custodian < 20 hours (-032)	Interviewing	
5/?/2020	HLTH	Public Health Nurse	To be advertised	
5/?/2020	HLTH	Community Social Worker	Wanda Alvarez pending physical	
6/9/2020	FMD	HVAC Technician	Application deadline = 9/22/2020	
5/22/2020	FMD	Weekend Custodian	Withdrawn	

HUMAN RESOURCES
RECRUITMENT REPORT
SEPTEMBER 10, 2020

5/22/2020	FMD	Part-time Custodian	Withdrawn	
6/22/2020	REC	Secretary II	Interviewing	
6/26/2020	FIRE	Firefighters (2)	Pending physicals	
7/7/2020	FMD	Temporary Custodian	Interviewing	
7/8/2020 & 7/29/2020	LIB	Library Assistant <20 (4)	Checking references	
7/13/2020	DPW	Park Maintenance Worker	Checking references	
7/13/2020	DPW	Medium Equipment Operator -- Highway (3)	Reviewing resumes	
7/23/2020	FMD	Custodian (-051)	Interviewing	
7/23/2020	HR	Assistant HR Director	Interviewing	
7/27/2020	FIRE	Firefighter	Pending physical	
7/27/2020	TC	Assistant Town Clerk	Interviewing	
7/29/2020	IT	Systems Administrator	Interviewing	
7/29/2020	DPW	Tree Climber	Reviewing resumes	
7/29/2020 & 8/30/2020	LIB	Technology Assistant <20 (2)	Application deadline = 9/14/2020	
7/29/2020	LIB	IT Director	Carol Richards	Internal
8/10/2020	DPW	Fleet Supervisor (Temp)	Brian Zabchuk	Internal
8/7/2020	FMD	Custodian (-062)	Interviewing	
8/7/2020	FMD	Custodian (-063)	Interviewing	
8/25/2020	DFS	Payroll Manager	Application deadline = 9/14/2020	
9/?/2020	HLTH	Environmental Health Specialist	Interviewing	
9/9/2020	DPW	Laborer	Application deadline = 9/11/2020	



OFFICE OF THE GOVERNOR
COMMONWEALTH OF MASSACHUSETTS
STATE HOUSE • BOSTON, MA 02133
(617) 725-4000

CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

ORDER SUSPENDING CERTAIN PROVISIONS
OF THE OPEN MEETING LAW, G. L. c. 30A, 20

WHEREAS, on March 10, 2020, I, Charles D. Baker, Governor of the Commonwealth of Massachusetts, acting pursuant to the powers provided by Chapter 639 of the Acts of 1950 and Section 2A of Chapter 17 of the General Laws, declared that there now exists in the Commonwealth of Massachusetts a state of emergency due to the outbreak of the 2019 novel Coronavirus ("COVID-19"); and

WHEREAS, many important functions of State and Local Government are executed by "public bodies," as that term is defined in G. L. c. 30A, 18, in meetings that are open to the public, consistent with the requirements of law and sound public policy and in order to ensure active public engagement with, contribution to, and oversight of the functions of government; and

WHEREAS, both the Federal Centers for Disease Control and Prevention ("CDC") and the Massachusetts Department of Public Health ("DPH") have advised residents to take extra measures to put distance between themselves and other people to further reduce the risk of being exposed to COVID-19. Additionally, the CDC and DPH have advised high-risk individuals, including people over the age of 60, anyone with underlying health conditions or a weakened immune system, and pregnant women, to avoid large gatherings.

WHEREAS, sections 7, 8, and 8A of Chapter 639 of the Acts of 1950 authorize the Governor, during the effective period of a declared emergency, to exercise authority over public assemblages as necessary to protect the health and safety of persons; and

WHEREAS, low-cost telephone, social media, and other internet-based technologies are currently available that will permit the convening of a public body through virtual means and allow real-time public access to the activities of the public body; and

WHEREAS section 20 of chapter 30A and implementing regulations issued by the Attorney General currently authorize remote participation by members of a public body, subject to certain limitations;

PRINTED ON RECYCLED PAPER

Now THEREFORE, I hereby order the following:

(1) A public body, as defined in section 18 of chapter 30A of the General Laws, is hereby relieved from the requirement of section 20 of chapter 30A that it conduct its meetings in a public place that is open and physically accessible to the public, provided that the public body makes provision to ensure public access to the deliberations of the public body for interested members of the public through adequate, alternative means.

Adequate, alternative means of public access shall mean measures that provide transparency and permit timely and effective public access to the deliberations of the public body. Such means may include, without limitation, providing public access through telephone, internet, or satellite enabled audio or video conferencing or any other technology that enables the public to clearly follow the proceedings of the public body while those activities are occurring. Where allowance for active, real-time participation by members of the public is a specific requirement of a general or special law or regulation, or a local ordinance or by-law, pursuant to which the proceeding is conducted, any alternative means of public access must provide for such participation.

A municipal public body that for reasons of economic hardship and despite best efforts is unable to provide alternative means of public access that will enable the public to follow the proceedings of the municipal public body as those activities are occurring in real time may instead post on its municipal website a full and complete transcript, recording, or other comprehensive record of the proceedings as soon as practicable upon conclusion of the proceedings. This paragraph shall not apply to proceedings that are conducted pursuant to a general or special law or regulation, or a local ordinance or by-law, that requires allowance for active participation by members of the public.

A public body must offer its selected alternative means of access to its proceedings without subscription, toll, or similar charge to the public.

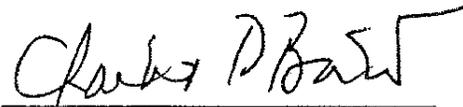
(2) Public bodies are hereby authorized to allow remote participation by all members in any meeting of the public body. The requirement that a quorum of the body and the chair be physically present at a specified meeting location, as provided in G. L. c. 30A, 20(d) and in 940 CMR 29.10(4)(b), is hereby suspended.

(3) A public body that elects to conduct its proceedings under the relief provided in sections (1) or (2) above shall ensure that any party entitled or required to appear before it shall be able to do so through remote means, as if the party were a member of the public body and participating remotely as provided in section (2).

(4) All other provisions of sections 18 to 25 of chapter 30A and the Attorney General's implementing regulations shall otherwise remain unchanged and fully applicable to the activities of public bodies.

This Order is effective immediately and shall remain in effect until rescinded or until the State of Emergency is terminated, whichever happens first.

Given in Boston at M this 12th day
of March, two thousand and
twenty.

A handwritten signature in black ink, appearing to read "Charles D. Baker", written over a horizontal line.

CHARLES D. BAKER
GOVERNOR
Commonwealth of Massachusetts

REVISED - Request for Vacation Variance

Jamie Jurgensen, Library Director, is requesting a vacation variance for two new hires for the Library. Ms. Jurgensen is requesting that the two employees' prior service be credited towards their vacation calculation and that they be eligible for four weeks of vacation starting in 2024. Ms. Marsh has been offered the position of Assistant Library Director and Ms. Richards has been offered the position of Library IT Director. Ms. Jurgensen is requesting that they begin their employment at the library with three weeks of vacation until 2024.

HUMAN RESOURCES BOARD
REMOTE MEETING
July 20, 2020

The meeting was called to order by Chairman John Hussey at 7:01 PM. Present were Board members Alice Kokodis, Julie Moore and Eylem Alper. Also present were Human Resources Director Scott Szczebak, Town Clerk K.C. Kato, IT Director Brian Dupont, Health Director Lenny Izzo, Board of Health member Linda Grape.

Mr. Hussey read the script on remote meetings procedures.

The first item on the agenda was Town Clerk K.C. Kato's request for a performance award for Elizabeth Kelley. Clerk Kato discussed the volume of work and extra duties that Ms. Kelley had taken on, especially for the elections and through the COVID-19 crisis. The changes to the elections and voting procedures proved to be significant extra work for the Town Clerk's Office and Ms. Kelley took on a leadership role and worked countless additional hours to complete all tasks. Prior to the vote, Town Clerk Kato swore in appointed member Eylem Alper. Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the performance award in the amount of two weeks for Ms. Kelley.

The next item on the agenda was a request by Brian Dupont, IT Director, for performance awards for Vernon Ng, Thomas Nethercott, Suzanne Newark and Michael Thompson. Mr. Dupont explained his request and how two of the requests were for FY 20, and the other two were for the current FY 21 fiscal year. There was a question as to if this complied with the personnel policy. It was explained that this would qualify since each request was in different fiscal years, and funds were carried over from the previous fiscal year as well. The HR Board asked several questions of Brian Dupont, such as how the employees helped support remote work, number of hours dedicated to the position and if the level of work is anticipated to continue. Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the performance awards in the amount of two weeks for each of the requests.

The next item for discussion was a request from Lenny Izzo, Health Director for performance awards for Ann Marie McCauley, Vivian Zeng and Cheryl Lefman. Mr. Izzo was joined by Board of Health member Linda Grape. Mr. Izzo discussed the merits for the performance awards. A question was asked about his request for three performance awards and how it conflicts with the personnel policy Mr. Izzo and Mr. Szczebak informed the HR Board that the McCauley request is for the previous fiscal year and was received prior to July 1st. Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the performance awards in the amount of two weeks for all three requests.

The next item requested was to hire Wanda Alvarez for the position of Community Social Worker in the Health Department at a salary of \$69,000, which would be above the midpoint at 112.6%, with three weeks of vacation. Mr. Izzo gave an overview of the position and the recruitment as well as detailing the responsibilities of the position. He also discussed Ms. Alvarez's previous work with the Town of Wellesley. Ms. Grape also offered her experience with the

position. A discussion followed on her qualifications, and then what the appropriate starting salary should be based on her experience and prior service to the Town of Wellesley. Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the three weeks of vacation with a starting salary of \$69,000.

The final employment action was a request for a promotional increase for Vivian Zeng for the position of Senior Environment Health Specialist. Mr. Izzo discussed with the HR Board Ms. Zeng's qualification and experience with the Town of Wellesley, including the required licenses for the position. Mr. Szczebak and Mr. Izzo addressed the qualifications for the position. Mr. Izzo further discussed Ms. Zeng's performance during the COVID-19 crisis, as well as her responsibilities in new regional health efforts. Board of Health member Ms. Grape offered her experiences with Ms. Zeng and the importance of the position. After a discussion on the appropriate standing in the range, a motion was made to promote Ms. Zeng into the position at \$79,000. The motion was duly made and seconded. The Board, by unanimous roll call vote, approved the request for the promotional increase at \$79,000.

Next was a discussion on personnel policies for the upcoming Special Town Meeting. Chairman Hussey updated the HR Board on the process and led a discussion on the performance recognition policy. Several areas of discussion were held, including how to maintain consistency, how it would be funded and which employees should be eligible. Ultimately, it was decided to move forward with the personnel policies at the Special Town Meeting unchanged.

Finally, Mr. Szczebak provided a brief update on the annual performance reviews. He stated that the due date was moved back to allow for additional time for departments to submit the reviews because of the COVID-19 crisis.

Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the Ratification List.

Upon a motion duly made and seconded, the Board, by unanimous roll call vote, approved the August 19, 2020 minutes as amended.

Upon a motion duly made and seconded, the Board, by unanimous roll call vote, adjourned the meeting at 9:07 PM.

Respectively submitted,

Alice Kokodis
Secretary

DOCUMENTS USED AT THE MEETING: agenda, Orders Suspending Certain Provisions of the Open Meeting Law, G. L. c. 30A, 20, Brian Dupont memo, KC Kato memo, Lenny Izzo memos, ratification list, July 20, 2020 minutes, Alvarez resume, Zing resume.