

PERSONNEL BOARD – TOWN OF NATICK

MEETING MINUTES

SELECT BOARD MEETING ROOM –TOWN HALL AND VIA ZOOM

October 16, 2023

4:00 PM

Present: Chair Steve Levinsky, Debra Sayre, Jonathan Freedman (remote)

Also Present: Town Administrator, Jamie Errickson, Deputy Town Administrator/Operations, Jon Marshall, Dorothy Blondiet, HR Director, Ingrid Fosberg, HR Coordinator

Mr. Levinsky called the meeting to order at 4:03 p.m.

PUBLIC SPEAK

There were no comments during Public Speak.

Review of the Motion: Article 27 Roles & Responsibilities of the Personnel Board (Select Board)

1. Mr. Errickson stated that idea behind the proposed by-law is to better reflect current practices/structure of Town Administration and the role of the Personnel Board as advisory and support to the TA/Director of Human Resources.
2. Mr. Errickson provided a brief history of Article 24 (1980s) and the evolution of the processes of the Personnel Board and Human Resources. In the past, the Town did not have a fully staffed HR department and the Personnel Board provided management and oversight of personnel and human resources matters. Processes of the Personnel Board and Human Resources have shifted through the years with a full services human resources department and the roles and responsibilities of the Board have become more as a true advisory board. Mr. Errickson explained with the proposed changes, the by-law is now reflective of how the Personnel Board is currently operating.
3. Mr. Errickson expressed how the proposed amendments are intended to reflect this evolution, while at the same time ensuring that the Personnel Board still provides an essential advisory function to Town Administration on personnel matters and will continue to report to Town Meeting on such matters supporting good governance and transparency.

DISCUSSION AND DECISION

Mr. Errickson addressed questions from the Board.

1. Ms. Sayre asked if the Board asked if making the proposed changes would have any consequences given future Town and HR management personnel.
2. Mr. Freedman asked if there are enough checks and balances with these changes making sure that whoever fills the TA and HR Director role in the future have the same knowledge and professional development as our current personnel.
3. Mr. Errickson discussed how Town Administration still has a reporting requirement to the Select Board and approval by Town meeting. The by-law could always be adjusted independent of the charter and by law committee. There is pay equity across the state.
4. Mr. Errickson shared that Select Board and FinCom recommended favorable action.
5. Mr. Levinsky stated that the pay plans still need approval by the Select Board and Personnel Board and spending limits are tied to the budget.

A motion by Ms. Sayre, seconded by Mr. Freedman, the Board unanimously voted supporting Article 27 to Town Meeting.

The committee reviewed the Personnel Board Committee Meeting minutes for 1/19/22, 2/10/22, 3/28/22, 5/25/22, 6/21/22, 8/10/22, 12/19/22, 1/26/23, 3/1/23, 6/7/23, 7/24/23, 8/3/23, 8/9/23 and 8/31/23 for accuracy. Mr. Levinsky will seek guidance from legal counsel and/or Town Clerk with regards to formatting of the minutes and if it meets the criteria of the Open Meeting Laws.

On a motion by Mr. Levinsky seconded by Ms. Sayre, the Board unanimously voted to adjourn at 4:25 p.m.