



HUMAN RESOURCES BOARD
Brookline Town Hall
333 Washington Street
Brookline, MA 02445

Edward DeAngelo, Chair
Gerald Raphel
Dana Teague
Elizabeth Venti

Town of Brookline Human Resources Board Meeting Minutes

Date: January 19, 2022 Start Time: 6:00 PM

Actual Start: 6:05 PM End: 7:13 PM

Meeting held via ZoomGov

Present: Ed DeAngelo; Elizabeth Venti; Gerald Raphel; Dana Teague

Also Present: Ann H. Braga, Director of Human Resources; Jennifer Stallion; Labor & Employee Relations Specialist; Justin Casanova-Davis, Acting Finance Director; Devon Fields, Administrative Services Director

I. Treasury – New Position - Concierge

Justin Casanova-Davis appeared to describe the reasons for recommending the creation of a permanent Concierge position, reporting to the Treasury Department. A temporary Concierge position was created in 2020 to assist in managing the flow of traffic through Town Hall during the pandemic. The temporary role will now be converted to a permanent full-time position in the AFSCME bargaining unit at a recommended grade of C-4 with an hourly rate at step 1 of \$23.50, working 37.5 hours weekly, as agreed with AFSCME. Other grade C-4 positions include the CIT Staff Assistant and the Sr Clerk Typist – Buildings.

VOTE:

Upon motion duly made and seconded, with a roll call vote, the Human Resources Board approves the creation of the Concierge position to the recommended grade of C-04.

Roll Call:

AYE: Dana Teague, Elizabeth Venti, Gerald Raphel, Ed DeAngelo

II. Select Board – Reclassification – Administrative Assistant Licensing

Devon Fields appeared to describe the reasons for recommending reclassification and job description revisions to the Administrative Assistant – Licensing position. The current incumbent has held the position since 2019. The position needs to be regraded to reflect the increased responsibilities and new supervisory duties.

The position is recommended at a grade C-10 with an hourly rate of \$31.07 at step 1. The incumbent will be placed at step 2, which pays \$31.45 hourly. This position is a non-union confidential clerical role. Other grade C-10 positions include Admin Head Clerk, Executive Assistant – Fire, Executive Assistant - Police.

VOTE:

Upon motion duly made and seconded, with a roll call vote, the Human Resources Board approves the reclassification of the Administrative Assistant Licensing with title change to Licensing Specialist at the recommended grade of C-10 and approves the job description changes as submitted.

Roll Call:

AYE: Dana Teague, Elizabeth Venti, Gerald Raphel, Ed DeAngelo

III. Classification and Pay Plan Discussion – Excess Vacation Accruals

Ann Hess Braga led discussion about excess vacation accruals. HR Board previously approved allowing vacation accruals to exceed the maximum due to COVID in 2020. The Select Board anticipates bringing a motion for extending accruals again for non-union employees in February 2022. Discussion centered around the pros and cons, such as the Town’s liability for those who have to be paid out upon leaving the Town’s employment. The Board decided to table consideration of a motion until their next board meeting so the Human Resources department could put together a list of union employees who are maxed out on their vacation accruals.

IV. Vaccine Mandate Policy Discussion

The Select Board is seeking support in favor of a vaccine mandate. Discussions centered around challenges such as impact bargaining, volunteers, contractors, and the administration of medical and religious exemptions. The HR Board declined to bring a motion for support absent a finalized policy.

V. HR Update

- *Vacancies* - The Town has an accepted offer for a new Health Department Director and is currently interviewing candidates for Town Counsel. Candidates for Police chief are currently being reviewed. The Select Board has promoted Richard Allen to acting Police Chief.
- *Promotions* – Select Board voted to give the Town Administrator temporary promotion powers for the Police department. Paul Cullinane was promoted to Deputy Superintendent, David Hill was promoted to Lieutenant, and Joseph Amendola was promoted to Sergeant.
- *HR Board vacancy* – Lori Cawthorne resigned from the HR Board to join the Library Board of Trustees. There are no applicants yet for the vacancy, but the position will be posted to the Town’s social media accounts.

VI. Minutes Approval

VOTE:

Upon motion duly made and seconded, with a roll call vote, the Human Resources Board approves the November 15, 2021 minutes as submitted.

Roll Call:

AYE: Dana Teague, Elizabeth Venti, Gerald Raphel, Ed DeAngelo

7:13 p.m. - There being no further business, the Board voted to adjourn.

Roll Call:

AYE: Edward DeAngelo, Dana Teague, Elizabeth Venti, Gerald Raphel

VOTES:

- Vote to approve new Concierge position. Moved by DeAngelo. Seconded by Teague. Approved 4-0.
- Vote to approve reclassification of Administrative Assistant Licensing to Licensing Specialist, C-10. Moved by Raphel. Seconded by Teague. Approved 4-0.
- Vote to approve November 15, 2021 minutes. Moved by DeAngelo. Seconded by Raphel. Approved 4-0.
- Vote to adjourn. Moved by DeAngelo, Seconded by Raphel. Approved 4-0.

DOCUMENTS PREPARED:

Concierge Job Description
Licensing Specialist Job Description

DOCUMENTS RECEIVED:

NEXT MEETING:

The next meeting is scheduled for February 15, 2022.

The above minutes are draft until approved by the Board and signed by the Chair.

PREPARED BY:

APPROVED BY:

Jennifer Stallion



Staff, For the Board

For the Board, Edward DeAngelo, Chair

3/9/2022
Date