

**HARVARD PERSONNEL BOARD
MEETING MINUTES
SEPTEMBER 15, 2022**

Chair Victor Normand called the meeting to order at 8:02am, virtually, pursuant to Chapter 22 of the Acts of 2022, An Act Relative to Extending Certain COVID-19 Measures Adopted during the State of Emergency, and signed into law on July 14, 2022

Members Present: Victor Normand, Don Ludwig, Diana Harte, Liz Allard and Ethan Pride

Others Present: Marie Sobalvarro, Jared Mullane and Lindsay Ames

Approve Minutes

Don Ludwig made a motion to approve the minutes of January 27, March 23, 2002 as drafted and May 31, 2022 as amended. Liz Allard seconded the motion. The vote was unanimously in favor of the motion.

Grading of Recreation Director Position

After a tally of the members' individual ratings (See Position Rating Summary attached) Liz Allard made a motion to grade the Recreation Director, Parks & Recreation position at a Grade 11. Don Ludwig seconded the motion. The vote was unanimously in favor of the motion. Note: Ethan Pride abstained from this process.

Discussion regarding considerations for Consumer Price Index (CPI), Town budget cycle, etc.

Marie Sobalvarro stated the August CPI was at 8.3%. Traditionally the Personnel Board uses the September CPI to determine the Cost-of-Living Adjustment increase for the following fiscal year. Ms. Sobalvarro stated it would be good to have the vote of the Personnel Board before budgets packet are released in late October. The Board agreed to meet on October 20, 2022 at 8:00am in order to provide the approved CPI along with the FY2024 budget packet. Ms. Sobalvarro will share the link detailing the fluctuation in the CPI over 2022. Ethan Pride asked if the Board had ever considered using the core CPI as it is more stable. Diana Harte stated she has used the CPI for the past twelve months or a specified flat cap (whichever is higher) when negotiating with customers. The Board agreed they would discuss this matter in October. Ms. Sobalvarro will provide necessary information to discuss both the CPI and core CPI for the October meeting.

Public Comment

There was no public comment.

Adjournment

Don Ludwig made a motion to adjourn the meeting at 8:23am. Diana Harte seconded the motion. The vote was unanimously in favor of the motion.

Respectfully submitted,

Liz Allard, Employee Representative

Documents & Other Exhibits

- Personnel Board Agenda, September 15, 2022
- Recreation Department, Parks & Recreation job description, Aug 16, 2022

POSITION RATING SUMMARY SHEET

Position Classification Title: Recreation Director, Parks & Recreation

Position Rating Summary Sheet

| FACTORS | DEGREE | POINTS |
|--|--------|--------|
| 1. Applied Reasoning/Analytical Skills | 4 | 75 |
| 2. Interpersonal Skills | 5 | 100 |
| 3. Knowledge, Training, Education/Breadth of Knowledge | 5 | 120 |
| 4. Experience | 3 | 60 |
| 5. Responsibility for Others | 4 | 80 |
| 6. Accountability | 5 | 100 |
| 7. Planning and Coordination | 5 | 60 |
| 8. Confidentiality | 5 | 60 |
| 9. Physical Effort | 3 | 30 |
| 10. Mental Effort | 2 | 30 |
| TOTAL POINTS | | 715 |
| GRADE | 11 | |