

Personnel Board
March 29, 2021, 9:00 AM
Minutes

Present: Robert Conlon, Debbie Shuman, Mark Fisher, Town Administrator Kristine Trierweiler, HR Director Kathy Vandenboom

Robert Conlon called the meeting to order at 9:00AM and read the following:

“Pursuant to Governor Baker’s March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, section 18, and the Governor’s March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, this meeting of the Medfield Board of Selectmen is being conducted via remote participation. No in-person attendance of members of the public will be permitted, but every effort will be made to ensure that the public can adequately access the proceedings as provided in the Order. A reminder that persons who would like to listen to or view this meeting while in progress may do so by following the instructions on the agenda and meeting notice, and all votes, subject to remote participation will be roll call votes.”

Steve Resch and Carol Read were present from the Board of Health to discuss and present a request for a new full time public health nurse position. Carol made a presentation outlining the current structure of the Board of Health, the department and existing contracts. The presentation summarized the need for a public health nurse in Medfield. Position was proposed in the fall with support from the Town Administrator, Superintendent of Public Schools and the BOH. Due to budget constraints the Warrant Committee has been discussing the need for a part time nurse vs full time.

Personnel Board asked questions including how difficult it will be to fill the position, are there potential candidates, is the candidate pool increased by utilizing full time vs part time. Salary range was discussed. The position has been budgeted for \$75,000. The BOH indicated at some point a discussion of a Public Health Director may be necessary as well.

Robert Conlon clarified that the new position will report to the Town Administrator, be housed at the Town Hall; would like to see the person willing and able to apply for grant funding, review regional potentials or collaborations. Board discussed the interaction with the school nurse, Kathy Thompson and the potential for relationship building with Schools and Medfield Outreach.

Kathy Vandenboom reported to the Board that she is updating the job descriptions and she will work to develop a job description for the public health nurse with Kristine.

Robert Conlon made a motion to approve the request for a Full Time Health Nurse as a Grade 4 in the Personnel Plan, seconded by Mark Fisher and a roll call vote was taken: Debbie Shuman-Yes, Mark Fisher-Yes, Robert Conlon-Yes.

Mark Fisher made a motion to adjourn, seconded by Debbie Shuman, Roll Call Vote was taken: Debbie Shuman-Yes, Mark Fisher-Yes, Robert Conlon-Yes.

Meeting adjourned at 10:10AM.

Documents Reviewed at Meeting:

1. PowerPoint Presentation from BOH