

**COMMITTEE ON PERSONNEL  
DECEMBER 3, 2014 AT 10:01 A.M.  
COMMITTEE ROOM  
WOBURN CITY HALL**

Attending: Chair Rosa DiTucci, Alderman Michael Anderson, and Alderman Mark Gaffney

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**Motion was made and seconded to enter into Executive Session per M.G.L. 30A, Section 8. Roll Call Vote: Alderman Anderson -Yes; Alderman Gaffney -Yes; Chair DiTucci -Yes**

**EXECUTIVE SESSION: to interview preliminary candidates for the position of Director of Human Resources.**

Chair DiTucci explained to each candidate that they will all be asked the same questions; that preliminary finalists will be recommended to send to Personnel Committee meeting to be held on Monday, December 8, 2014 who will then select two candidates to send to the City Council for its meeting on December 16, 2014.

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Elaine Pruyne: Responding to questions from Chair DiTucci, Ms. Pruyne stated that she has worked for the City for 34 years, 16 of them with Human Resources and prior to that in the Treasurers office; that she has always administered the insurance; that she started working the Human Resources from scratch; that she has attended multiple training; that she has not worked with labor negotiations in that they have been done through the Mayor, City Solicitor and outside counsel; that she is very familiar with the Ordinance, particularly Title II; that she is familiar with procedures and contracts; that all are different and she provides a spread sheet on all employees; that she wasn't familiar with Civil Service until a couple of months ago; that she has been the interim Human Resources Director; that she has met with Civil Service representative which she met with and has learned; that she is currently working with the Mayor; that she will administer once the Mayor has finished; explained the process for a new hire (i.e. advertise, review resumes, review with Department Head, entry physical,...); that we don't discriminate; that she treats all equally; that she has a general knowledge of EEOA; that she hasn't has to discipline yet; that her philosophy is to document; that she treats everyone equally; that she has learned to have good, complete job descriptions; that her specialty is insurance benefit administration with the whole City; that she was instruments with Bay State Health, Lahey Clinic, and then in 1983 went to MIIA; that she likes MIIA; that she works with the retirees; that she feels she has a great knowledge; that she is on the safety committee; that she has also been involved with the scheduling of safety training of employees; that she administers ADA; that she doesn't like workman's comp; that it is a government plan which is done on-line; that she has a reimbursement method; that you have to give reasonable assurance; that we have just won on a case with

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a fired employee; that she feels she has taken on a lot in the past months; that in the past she worked with the cross-over insurance (plans) and was able to get the employees/retirees to understand the plan; that she was disappointed in the past when something went wrong with the payroll that took three weeks to fix and she took it personally; that she has a good reputation; that she works well with the department heads; that she has been happy; that she can't say anything bad about anybody; that she has been here for 34 years; that she knows the 'ins and outs'; that she knows the employees and retirees; that she doesn't have a degree but 34 years should speak for something and asks for the committee's support; and invites anyone to come up and talk with her.

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Karen Tyler: Responding to questions from Chair DiTucci, Ms. Tyler stated that she has an undergraduate degree in psychology and minor in anthropology; that she went into the Army as medical health specialist; that she was stationed in Germany when September 11<sup>th</sup> happened, which changed a lot of experiences working with people; that she was able to work with officers; that when she came back (to the States), she used the GI Bill to get her Masters Degree; that she has done labor negotiations; that she worked in the Town of Newton; that she now in Saugus which had just finished negotiations before she started; that she has been responsible for implementing the labor contracts and working with the employees; that she is the liaison for Civil Service for the Town of Saugus; that they only use Civil Service for their fire department; that she has just gone through processing ten new firefighters at one time; that she has done the full gamut for non-Civil Service employees from start to finish, explained that she gets the resumes, does a spread sheet, and explained the screening process; that she does the EEOA reports every year; that she was awarded a Certificate of Merit from EEOA; that she believes in coaching and counseling in disciplinary matters; that if something can be nipped in the butt; that she reviews the situation and the consequences; that Saugus was the first to go into the GIS insurance, but they were the first to leave the GIC; that she now has MIIA; that they got an analysis with BCBS who gave a great option and was used that the 'poster child'; that she went to the MMPA meeting; that she was able to get a great deal and innovation; that she is currently putting together a wellness program; that she does that ADA and workman's comp for both the school and town; that she receives all of the first reports and does the follow up and follow through; that she is proud of being able to bring all the Civil Service employees through at one time and be successful; that she is proud that she stands up for what's right; that she always researches and has been able to prevent liability for the town; that she has been challenged by unions but has gotten more comfortable; that she believes in professional development and if she sees a weakness, she looks to improve; that her co-workers would say that she is professional, consistent and fair; that she would be able to come in and hit the ground running.

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Sheryl Elliott: Responding to questions from Chair DiTucci, Ms. Elliott stated that she put herself through college earning a degree in Business Management; that she has worked in Human Resources in smaller companies; that she worked directly with the CEOs; that her responsibilities grew; that she has her certification as a PHR (Professional Human Resources); that she worked directly with the Executive Director and the unions with labor negotiations through the whole process; that she distributed the labor contracts

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to all union employees; that she has done no real managing of Civil Service but have family members in the Civil Service; that she has lots and lots of experience with non-Civil Service with full responsibility in every aspect; that she has done some work with the EEOA by reporting; that equal opportunity is part of who she is; relative to discipline, she has to do what's best for the company; that she will do the due diligence; that termination is never easy; that she is working with open enrollment now through a third party; that she has worked with BCBS/Aetna/Delta Dental.....; that she has worked directly with workman's comp, and that she was happily surprised of how diligent they are; that she feels people are comfortable with her; that she is very trusted; that she works with senior to junior personnel; that the job she is in now is a very destructive environment; that the turnover is great; that the environment from the top/down; that they don't treat their employees well; that she can't effectuate change; that her co-workers would say that she is very loyal, dedicated, good sense of humor, very trusted, and they look to her to get it done; that she has been recruited by the same executives who have brought her along with them; that she is dedicated to Human Resources as an occupation; that she has worked for different companies which has taught her well; that she has taken the knowledge and experiences with her making her unparalleled from someone fresh out of school; and that she knows that she can make a difference.

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Christine Marie: Responding to questions from Chair DiTucci, Ms. Marie stated that she is a lifelong student; that she has an undergraduate degree in human resources; that she is working on her MBA; that she has been in the public sector most of her adult career; that she has worked in human resources progressively for the past ten years; that attorneys worked on the labor negotiations; that she reviewed the data, contracts and attended any negotiation meetings; that grievances were funneled through her; that they don't have Civil Service in New Hampshire and that the closest thing is EEOC; that she has studied up on Civil Service (gave brief understanding); that in all school positions, she was responsible for the hirings; that uses all her resources; that in New Hampshire that have a School Board which she worked with from start to finish; that relating to disciplinary actions, her philosophy is to not have the employee find out at evaluation, never reprimand in front of co-workers; that she was directly involved in negotiations; that she met with the employee and union representatives; that she has worked with Matthew Thornton, BCBS, Cigna; that in Manchester, NH they were self-insured; that they would shop for the next; at SAU15 belonged to a coalition who only used Cigna; that she would do the follow through on benefit changes; that she learned a lot with Cigna; that she has done lots of work with the employees and insurance companies; that she is implementing a wellness program; that she does direct work with the ADA; that she handles all ADA requests; that she works with people and explained how to work with workman's comp; that her greatest accomplishment is being able to cultivate relationships and to work with everyone; that she worked with human resources for 20,000 people and handled their own retirees; that you need to keep the lines of communication open; explained a certain situation that arose with a teacher accused of molesting a student and noted that she would always do the right thing; that her co-workers would call her outspoken, tenacious, very driven and energetic; that she assumes that all of the candidates have managerial skills; that leadership is more important; that she has strong ethics; that there is no gray area with ethics; that the HR Director's role is to insure that everyone else is complying and following the rules; that the HR should have a higher standard and be exemplary; that she left her job as she plans on relocating to be closer to friends and family in

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southern Massachusetts; that she was a liaison with insurance provider; that she attends the meetings, open enrollment and deals with the minute details; and that she works with the insurance representatives.

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Chair DiTucci took a tally vote (copy attached) of the Aldermen's two candidates which resulted in eight votes for Elaine Pruyne, three votes for Karen Tyler and five votes for Christine Marie. Motion was made and seconded to recommend candidates, Elaine Pruyne and Christine Marie to City Council for its meeting of December 16, 2014. The Vote was all in favor, 8-0 (Absent: Gaffney) The Clerk was direct to send appropriate letter to all candidates and advise the finalist that they won't be required to attend the meeting on December 16<sup>th</sup>.

Motion was made and seconded to reconvene in open session. ROLL CALL: Alderman Anderson – Yes; Alderman Gaffney-Yes; Chair DiTucci – Yes. The Vote was all in favor, 3-0.

Chair DiTucci stated that the Committee voted to send Candidates: 1) Pruyne (6:00 pm); 2) Tyler (6:30 pm); 3) Elliott (7:00 pm); and 4) Marie (7:30 pm) to meet with the Personnel Committee, as committee of the whole on Monday December 8, 2014. The Vote was all in favor, 3-0.

Motion was made and seconded to Adjourn. The Vote was all in favor, 3-0.

Meeting ADJOURNED at 1:00 p.m.

Attest: \_\_\_\_\_  
Patricia Bergeron-George,  
Clerk of Committees