

**Harvard Board of Health Meeting Minutes**  
**Friday, May 4, 2018**  
**Approved: May 22, 2018**

*BoH Members present:* Libby Levison; Chair; Sharon McCarthy (by phone).

*Attending:* n/a.

*Ms. Levison called meeting to order at 8:35 a.m.*

**PUBLIC COMMENT-** None.

**NEW BUSINESS-**

- a. Discuss BoH Clerk job title: Ms Levison gave Ms McCarthy a brief summary of the discussion at the April 24<sup>th</sup> meeting regarding the personnel review conducted last year and the BoH Clerk's job title change to "Administrative Assistant". At the last meeting the Board discussed that there is a relevant Warrant article, and when the town votes on that article, the job title will change. Ms Levison then reported that she 1) reviewed the warrant article and 2) reached out to Victor Normand on the Personnel Board to discuss the issue. The warrant article in question makes no mention of job titles; it is about pay equity for equal work, and in fact, voting it through will give the Clerk a raise (by moving her to a new pay grade). Ms Levison then reported on her discussion with Mr Normand, who said that if the BoH has a concern about Ms Flynn's job title, the BoH can request to meet with the Personnel Board to discuss the job title at any time. Ms McCarthy suggested that meeting with the Personnel Board would be preferable to discussing on the floor of Annual Town Meeting. Ms McCarthy made a motion to request a meeting with the Personnel Board to discuss the job title, Ms Levison seconded. A roll call vote was taken: SM: Aye, LL, Aye.

**OLD BUSINESS: N/A**

**PERMITS-** N/A

**APPROVAL OF MINUTES-** N/A.

**ADJOURNMENT-** Ms. Levison moved to adjourn the meeting at 8:43 a.m.; Ms. McCarthy seconded. A vote was taken; LL aye, SM aye.

***Respectfully submitted,  
Libby Levison, member***

*Documents Referenced:*

- Agenda