

1. 6:30 P.M. Committee Of Ways & Means

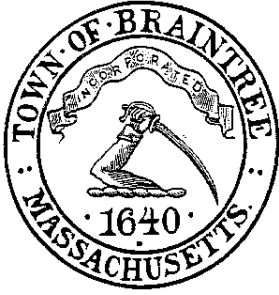
Documents:

[22 AUGUST 2 WM AGENDA.PDF](#)

2. 6:30 P.M. Committee Of Ways & Means

Documents:

[22 AUG 2 WM MTG.PDF](#)



Braintree Town Council
Committee of Ways & Means
One JFK Memorial Drive
Braintree, Massachusetts 02184

MEMBERS

Joseph Reynolds, Chairman
Julia Flaherty, Vice-Chairwoman
Elizabeth Maglio, Member

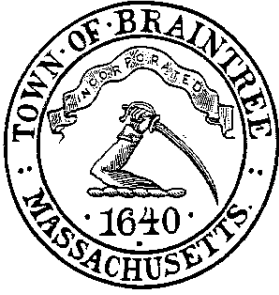
AGENDA

Tuesday, August 2, 2022

Starting Time – 6:30pm

Johnson Chambers

1. Pledge of Allegiance/Moment of Silence
2. Roll Call
3. Approval of Minutes
 - None
4. Old Business
 - None
5. New Business
 - 22 041 Mayor: Acceptance of Donations or take up any action relative thereto
 - 22 042 Mayor: Appointment—Director, Human Resources Department or take up any action relative thereto
6. Adjournment



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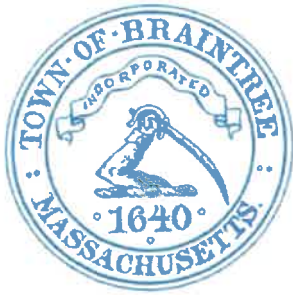
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 - 22 041 Mayor: Acceptance of Donations or take up any action relative thereto
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6. Adjournment

#22-041

Revised



Office of the Mayor

One JFK Memorial Drive
Braintree, Massachusetts 02184

Charles C. Kokoros
Mayor

781-794-8100

To: Meredith Boericke, President of the Council
Susan Cimino, Clerk of the Council
James Casey, Town Clerk

From: Charles C. Kokoros, Mayor *CK*

CC: Nicole I. Taub, Chief of Staff and Director of Operations
Edward Spellman, Director of Municipal Finance

Date: July 29, 2022

Re: **REVISED:** Authorization to Accept a Donation
Braintree Farmer's Market and Martin "Marty" J. McPherson Scholarship

Dear President Boericke, Clerk Cimino and Clerk Casey,

I am submitting this request for your consideration and acceptance of the following donations to be used for the stated purposes.

The Braintree Farmer's Market would like to make a donation in the amount of \$500.00 to be earmarked for the Braintree Emergency Management Association (BEMA), to be used as they determine appropriate. BEMA members often volunteer at the Farmer's Market and provide valuable assistance to the operations each week.

Additionally, the Braintree High School Scholarship Committee has requested to transfer the Marty J. McPherson Scholarship Account from the South Shore Bank to the Treasurer's Department. In Fall 2021, BHS Alumni, administrators and family formed a committee to raise money to support an annual scholarship of \$1,000 that would be presented to a deserving graduate of Braintree High School. Fundraising for the scholarship ended in June 2022 and it is the committee's expectation that one (1) scholarship will be presented annually until the funds are depleted (approximately 2033). The current fund balance is \$11,750.

The Scholarship has been established to honor the contributions Marty McPherson (BHS Class of 1974) made to the Town and Braintree High School Athletics throughout his life. Marty's life

2022 JUL 29 AM 11:03
RECEIVED TOWN CLERK
BRAINTREE, MA

Revised

long dedication to enhancing the lives of others has set a standard that can will be celebrated through the annual scholarship honoring his legacy and recognizing the ideals that Marty lived by. The Scholarship will be awarded to a student that has expressed an interest in a career in education/special education and has exemplified a spirit of inclusion in all academic and co-curricular activities.

Accordingly, your review and approval of the following motion is requested:

MOTION: That the Town of Braintree be and hereby is authorized, in accordance with Section 53A of Chapter 44 of the Massachusetts General Laws to accept the following gifts upon the conditions attached and herein set forth:

<u>DONOR</u>	<u>GIFT</u>	<u>PURPOSE</u>
Braintree Farmer's Market	\$500	Braintree Emergency Management Association
Martin "Marty" J. McPherson Scholarship Committee	\$11,750	Martin "Marty" J. McPherson Scholarship

#22-042



Office of the Mayor

One JFK Memorial Drive
Braintree, Massachusetts 02184

Charles C. Kokoros
Mayor

781-794-8100

To: Meredith Boericke, President of the Council
Susan Cimino, Clerk of the Council
James Casey, Town Clerk

From: Charles C. Kokoros, Mayor *CCK*

CC: Nicole I. Taub, Chief of Staff and Director of Operations
Edward Spellman, Director of Municipal Finance

Date: July 12, 2022

Re: Appointment of Cindy M. DePina as the Director of Human Resources

RECEIVED TOWN CLERK
BRAintree, MA
2022 JUL 12 PM 6:17

Dear President Boericke, Clerk Cimino and Clerk Casey,

Pursuant to Sections 2-10 and 3-3 of the Town Charter, I hereby appoint Cindy M. DePina as the Director of Human Resources.

Ms. DePina earned a Certificate in Business from Katharine Gibbs, an Associate Degree in Human Resource Management from Quincy College and a Bachelor of Science in Management/Human Resource Management from Curry College. Ms. DePina is also a Six Sigma Certified Green Belt, a Certified Activity Vector Analyst, a Certified "Train the Trainer" by the Equal Employment Opportunity Commission in Sexual Harassment Training and holds a Level I Certificate from the Life Maintenance Institute of America. Additionally, Ms. DePina is a member of the Society for Human Resources Management, the Northeast Human Resources Management Association and the Society for Human Resources Management-Volusia County.

Ms. DePina previously serviced the Towns of Weymouth (2009-2012); Foxborough (2012-2014); and Plymouth (2014-2015) as the Director of Human Resources. After leaving Plymouth, Ms. DePina worked as the Director of Administrative Services/Human Resources for the City of Port Orange, FL (2015-2016) and the Director of Corporate Services/Human Resources for the Parrish Medical Center (2016-2018). Most recently, Ms. DePina has worked as an Independent Human Resources and Business Consultant working with clients across the United States.

With more than twenty (20) years of Human Resources experience, Ms. Depina has the necessary skills and abilities to serve the Town of Braintree as the Human Resources Director, including experience in the administration of benefits, labor relations and personnel management and training.

A copy of Ms. DePina's resume is attached for your reference.

For these reasons, your review of this appointment is appreciated.

NOTICE OF APPOINTMENT

Pursuant to the authority vested in the Office of the Mayor in Article 3, Section 3-3 of the Town of Braintree Charter, also known as Chapter 189 of the Acts of 2005, I hereby appoint Cindy M. DePina as Director of Human Resources. I certify that Cindy M. DePina is qualified to perform the duties which will be required and that I made this designation solely in the interests of the Town of Braintree. I request that the Town Council act favorably upon this appointment within the timeframe established by the Charter.

#22-042

Cindy M. DePina

Computer Skills: MS Office, HRIS, Peoplesoft, Access, MS Outlook, CPSI
QuickBooks, ADP, MUNIS and Internet

Education: Curry College - BS – Management/Human Resource Management
Six Sigma – Certified Green Belt

2018 – Present **CMD Consulting, Port Orange, FL**
Independent Human Resources & Business Consultant
Independent consultant in all areas of Human Resources
Small business, large business, private and public sector
Full service/Full cycle human resources and business development consulting services
Investigations, training, and recommendations of action plans.
Negotiations including union contracts
Compliance with both State and Federal Laws
Business Development

2016 - 2018 **Parrish Medical Center, Titusville FL**
Director of Corporate Services/Human Resources
Responsible for the Human Resources Department, off-site employee clinic, off-site pharmacy & several medical practices throughout Brevard County for a for a Community Hospital in a Special Tax District. Act as liaison for regulatory agencies. Additionally, created a process to ensure 100% scores with the Joint Commission. An audit of HR records in 2017 was completed by the Joint Commission & Human Resources received perfect scores on the final Joint Commission Summary of Findings. Managed self-insured health insurance program & all other benefits offered to both hospital & medical practice employees. Responsible for training programs for all locations & departments. Successfully changed the structure of the Human Resources Department to a Shared Services Model which reduced the salary budget by \$200k+ while maintaining staffing levels in HR.

2015 - 2016 **City of Port Orange, Port Orange FL**
Director of Administrative Services/Human Resources
Responsible for Human Resources Department, Information Technology Department and Risk Management Department for a municipality with multiple locations. Responsible for budgets and presentation of budget articles to Finance Committee, Board and Annual Town Meeting. Ensure policy/procedure compliance with applicable statutes, rules, and regulations. Act as liaison for regulatory agencies. Mentor Managers in dealing with progressive discipline and grievances. Responsible for negotiating collective bargaining agreements, hearing grievances that rise to the City Manager or HR level per the collective bargaining agreements. Manage all worker's compensation, Health insurance, and all other benefits offered to city employees. Worked diligently to educate staff on utilization of various programs under the health insurance to assist the employee with reducing their cost and cost to the plan allowing for smaller spikes in premiums.

2014 – 2015 **Town of Plymouth, Plymouth, MA**
Director of Human Resources
Responsible for full service Human Resources Department within a municipality with multiple locations. Responsible for HR Department budget and presentation of budget articles to Finance Committee, Board of Selectmen and Annual Town Meetings. Negotiate with all town unions. Settle various contracts and implement the Memorandum of Agreements into the Collective Bargaining Agreements. Ensure policy/procedure compliance with applicable statutes, rules, and regulations. Act as liaison for regulatory agencies. Mentor Managers in dealing with progressive discipline and grievances. Assist Town Manager with day-to-day operations. Manage all worker's compensation, 111F, Health insurance, and all other benefits offered to town employees. Responsible for training program for all locations & departments.

Cindy M. DePina (Page 2)

2012 - 2014 **Town of Foxborough, Foxborough, MA**

Director of Human Resources

Responsible for the Human Resources Department for a municipality with multiple locations. Implemented Municipal Healthcare Reform throughout the town and all departments. Negotiate with all town unions. Settle various contracts and implement the Memorandum of Agreements into the Collective Bargaining Agreement. Ensure policy/procedure compliance with applicable statutes, rules, and regulations. Act as liaison for regulatory agencies. Mentor Managers in dealing with progressive discipline and grievances. Manage all worker's compensation, 111F, Health insurance, and all other benefits offered to town employees. Responsible for the reporting, tracking and filing of the EEO-4, VET100 and AA Plan. Introduced and Rolling out of new processes for department Heads and employees; including but not limited to, succession planning, merit pay, appraisal systems and other incentive based programs. compensation processes.

2009 – 2012 **Town of Weymouth, Weymouth, MA**

Director of Human Resources

Oversee full service Human Resources Department with various functions located in the field. Responsible for conversion of the Town from self-insured to Group Insurance Commission with the State of Massachusetts. Full cycle management of all health and welfare benefits from bidding to implementation. Provide leadership in the areas of personnel, labor relations, and training. Ensure policy/procedure compliance with applicable statutes, rules, and regulations. Act as liaison for regulatory agencies. Mentor Managers in dealing with progressive discipline and grievances.

2007 – 2008 **Pembroke Hospital, Pembroke, MA**

Director of Human Resources

Leadership in the setting and achieving of strategic and organizational goals. Provide leadership in the areas of personnel, payroll, labor relations, and training. Administer personnel/payroll system to meet management and employee needs. Consult with CEO, managerial staff, and supervisors to ensure policy compliance with applicable statutes, rules, and regulations. Act as liaison for regulatory agencies: DSS, DMH, EEOC, JAHCO etc. Maintain staff training program. Mentor Managers & build Succession Planning Programs.

2004 – 2007 **Harbor Medical Associates, Weymouth, MA**

Director of Human Resources

Facilitate and drive organizational change to ensure the culture and organizational structure of the company supports business plan commitments. Manage company wide recruitment & retention for 8 locations, including all clinical and non-clinical staff. Implemented and automated system(s) for requesting open positions, that enables me to track & fill openings more quickly (centralized system). Negotiation and Administration of companywide benefits. Compensation Administration for various programs including, but not limited to, base, merit, incentive, bonus and other programs. Responsible for all State and Federal mandatory filings. Keep company in compliance and limit liabilities. Head of Health and Safety (OSHA).

References Furnished Upon Request

Cindy M. DePina - Supplemental information

Memberships:

Society for Human Resources Management (SHRM)

Northeast Human Resources Management (NEHRA)

Society for Human Resources Management – Volusia County

Certificates:

Six Sigma Green Belt

Certified Activity Vector Analyst (AVA)

Life Maintenance Institute of America (LOMA) - Level I Certificate

Certified Ergonomics

Certified Sexual Harassment Training – trained to “Train the Trainer” by the EEOC

Other:

Katharine Gibbs – Certificate in Business

Quincy College – Associate Degree in Human Resource Management