

**PERSONNEL BOARD MEETING
Town of Deerfield, Massachusetts**

March 27, 2012

The Personnel Board met in the Town Offices Conference Room at 6:00 p.m. on Tuesday, March 27, 2012.

PRESENT:

- Jay Wallace, Chairman
- Joanne Carney, Secretary
- Skip Olmstead, member, Finance Board

Excused: John Paciorek

Review of Minutes: Minutes of March 23, 2012 were unavailable.

Old Business: None

New Business:

1. *Review of Documents*

Board members were presented with the following documents left by Town Administrator, Bernard Kubiak:

- a) Performance Management Program Overview
- b) Job Description, Town of Deerfield, MA
- c) Police Chief Selection Process, Town of Deerfield by Public Safety Consultants, LLC, dated March 2012

ACTION: Members will review the documents for discussion at the next meeting.

2. *Discussion Topics*

The following topics were discussed:

- a) The need for a Personnel Board Policy to define the scope of the Board member duties and the role of the Board.
- b) Clarify the Board's role as an Advisory Panel for Department heads on Human Resource matters.
- c) Clarification of Personnel Policies and practices.
- d) Attach deadlines for requests/action items.
- e) Clarification of reporting chain to the Town Select Board.

ACTION: The Chairman with request the Personnel Board meet with the Select Board, through the Town Administrator, regarding the role of the Personnel Board.

DUE DATE: April 3, 2012.

3. NEXT MEETING: Tuesday, April 3, 2012 at 6 p.m. in the Town Offices Conference Room.

4. ADJOURN: The meeting adjourned at 7:05 p.m.

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary