

PERSONNEL BOARD MEETING

Town of Deerfield, Massachusetts

April 4, 2012

The Personnel Board met in the Town Offices Conference Room at 6:00 p.m. on Wednesday, April 4, 2012.

Present:

- Jay Wallace, Chairman
- Joanne Carney, Secretary
- Skip Olmstead

Guest: Mark Gilmore, Chairman, Select Board

Excused: John Paciorek

Review of Minutes: Minutes of March 27, 2012 were accepted as published.

Old Business:

1. Review of Documents

- 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: Deferred for Member review for discussion at the next meeting.

DUE DATE: April 11, 2012

2. Discussion Topics

- 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: Discussion of topics deferred. 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: Deferred to April 11, 2012.

New Business:

1. Select Board Chairman, Mark Gilmore, was present to open the Town Office doors for the Personnel Board members' meeting. He was requested to stay for the meeting to clarify members' questions. Discussion ensued regarding:
 - a) Prioritizing pending Personnel issues such as:
 - Police Chief Selection
 - Initiation of the Performance Evaluation Process
 - Policies & Procedures
 - Employee Handbook

ACTION: Suggestion was made to discuss the clarification and prioritization of issues with the Select Board.

DUE DATE: April 11, 2012.

2. Personnel Board Discussions:

1. Select Board's expectations and direction of the Personnel Board
2. Need for revision of Personnel By-Laws
3. Prioritization of pending issues that include Consultants' recommendations.

ACTION: Continue discussion at next meeting.

DUE DATE: April 11, 2012.

NEXT MEETING: Wednesday, April 11, 2012 at 5:30 p.m. in the Town Offices Conference Room.

ADJOURN: The meeting adjourned at 8:15 p.m.

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary