

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

April 11, 2012

The Board met in the Town Offices Conference Rm. at 6:05 p.m. on Wednesday, April 11, 2012.

Present:

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

Guest: Mark Gilmore, Chairman, Select Board

Excused: John Paciorek

Review of Minutes: Minutes of April 4, 2012 were accepted as presented.

OLD BUSINESS:

1. Review of Documents

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

ACTION: Item a) deferred for Member discussion at a later meeting.

DUE DATE: Deferred.

ACTION: Items b) and c): The Chairman will request the Personnel Board meet with the Select Board, through the Town Administrator, regarding the role of the Police Chief Selection Process.

DUE DATE: April 25, 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 for Member discussion at a later meeting.

DUE DATE: Deferred.

3. 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: Discussion of topics deferred for Member discussion at a later meeting.

DUE DATE: Deferred.

NEW BUSINESS:

1. Meeting Attendance:

The Town Administrator and the Town Clerk will be invited to attend any Personnel Board Meeting. Department Heads, impacted by the Board's discussions or decisions will also be invited to attend meetings.

ACTION: The Chairman will extend an open invitation to meetings to the Town Administrator and Town Clerk.

DUE DATE: April 17, 2012.

2. Meeting Minutes and next Agenda:

Completed minutes will be sent to the Chair and cc to Town Administrator.

DUE DATE: April 17, 2012.

3. Police Chief Selection:

The selection of the Town's Police Chief is the Board's first priority. The Board will review a list of essential functions of the position, the current Position Description, and review similar size towns Police Chief postings citing minimum requirements of the position to present a DRAFT Posting to the Select Board for consideration.

ACTION: Review materials at next meeting.

DUE DATE: April 17, 2012.

NEXT MEETING: Tuesday, April 17, 2012 at 6:00 p.m. in the Town Offices Conference Room.

ADJOURN: The meeting adjourned at 8:30 p.m.

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary