

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

April 17, 2012

The Board met in the Town Offices Conference Rm. at 6:00 p.m. on Wednesday, April 17, 2012.

Present:

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

Guests:

- Mark Gilmore, Chairman, Select Board
- Mary Stokarski, Town Clerk

REVIEW OF MINUTES: Minutes of April 11, 2012 deferred to next meeting.

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. Town Accountant Salary:

Select Board Chairman, Mark Gilmore and Town Clerk, Mary Stokarski, strongly endorsed the merits of granting a salary increase to the Town Accountant. The non-contract, part-time employee works 18 hours/week cannot earn a bonus.

ACTION: Recommend an employee evaluation by the Select Board Chairman, approval of the maximum Grade Level V salary range for FY13, and evaluate increasing to commensurate Grade Level VI for FY14.

DUE DATE: At discretion of Select Board Chairman.

2. Town Employees' Benefits Package:

Town Clerk, Mary Stokarski, suggested consideration of the Town's Employee Benefits Package and the following issues for review by the Personnel Committee:

- a) Vacation Time
- b) Health Insurance
- c) Health Insurance Flex Spending
- d) Long Term Care Insurance

ACTION: Agenda item for discussion at a later Personnel Board meeting.

3. Police Chief Selection:

The Board reviewed a list of Essential Functions of the position based on posting of a random nationwide sampling of similar demographically sized Towns as Deerfield, and the current Position Description. Two essential function statements were added to the DRAFT posting (ATTACHMENT 1):

- a) Assumes a leadership role in engaging members of both the Police Department and the community at large in developing, implementing, and maintaining a system of community policing in which members of the community are viewed as collaborative partners with the Police Department in promoting public safety.
- b) Leads day-to-day labor-management activities and creates and maintains a productive working relationship with the Police Union.

ACTION: Present recommendation for the Police Chief posting to the Select Board.

DUE DATE: April 25, 2012.

4. Badge Quest Public Safety Consultants Report:

Town Administrator, Bernard Kubiak, submitted the report to the Board for review

ACTION: Review for discussion at the next meeting.

DUE DATE: April 25, 2012.

5. Communication Between Board Members

The need to have an effective and efficient communication process among Personnel Board members with regards to dissemination of Agenda, Minutes and attachments, and alerts for cancellation/deferral of meetings was discussed.

ACTION: Continue discussion at next meeting.

DUE DATE: April 25, 2012.

NEXT MEETING: Tuesday, April 25, 2012 after the 6:00 p.m. meeting with the Select Board.

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

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary

ATTACHMENT (1)