

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

April 25, 2012

The Board met in the Town Offices Conference Rm. 130 at 5:37 p.m. on Wednesday, April 25, 2012.

Present:

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

Guests:

- Mark Gilmore, Chairman, Select Board
- Carolyn Ness, Selectwoman
- Beth Clark, Selectwoman
- Bernard Kubiak, Town Administrator

REVIEW OF MINUTES: Minutes of April 17, 2012 accepted as written.

DEFERRED AGENDA ITEMS:

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.

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. 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.

OLD BUSINESS:

1. 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: Deferred to next meeting.

NEW BUSINESS:

1. Meeting with Select Board
 - a) Police Chief Selection:

The Personnel Board met with the Select Board regarding the Police Chief Selection Process:

 - A. DRAFT Position Posting
 - A six-week closing date from published posting for interested candidates to apply.
 - Advertising on-line, the Western MA Police Chief Association, and area newspapers.

B. Police Chief Selection Process

- The Suggested Selection Criteria for the Town of Deerfield Police Chief proposed at the March 23, 2012 meeting was the accepted framework.
- Those candidates, vetted through the first screening process, will be given the Town's Application for Employment for continuance in the Selection process.
- Suggested Selection Committee members include:
 1. Jay Wallace, Personnel Board
 2. Joanne Carney, Personnel Board
 3. Zack Smith, EMS
 4. David Gendron, Chief of Police, Deerfield Academy
 5. Pat O'Brien, area Police Chief (retired)
 6. Martha Barrett, Principal, Frontier Regional School
 7. Deerfield Police Office, non-candidate, to be determined
 8. Bernard Kubiak, Town Administrator

C. Discussion Topics

Select Board's expectations and direction of the Personnel Board include:

- a) A coherent, comprehensive Town Policy Manual as an update of the current Personnel Manual. Recommendations from the Personnel Board to be forwarded to the Select Board and voted at Town Meeting.
- b) A structured Performance Evaluation System for compensation and incentive pay not currently in use. Personnel Board to submit timelines for completion by end of FY12
- c) Draft updated Personnel Board Policy to define the scope of the Board member duties and the role of the Board.
- d) Act as Advisory Panel for Department heads on Human Resource matters.
- e) Recommend standardized template for Town Personnel Policies, Procedures and Practices.
- f) Use Personnel Board as a resource for an evaluation of job descriptions that may need updating.
- g) The Personnel Board will report to the Town Select Board.

ACTION: Develop prioritized action plan at next Personnel Board Meeting.

DUE DATE: May 8, 2012.

2. Communication Between Board Members

Members shared their personal electronic information to improve the communication process.

ACTION: Completed for distribution at next meeting.

DUE DATE: May 8, 2012.

3. Police Chief Application for Employment

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

ACTION: Review for discussion at the next meeting.

DUE DATE: May 8, 2012.

4. Massachusetts Municipal Personnel Association (MMPA)

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

ACTION: Review for discussion at the next meeting.

DUE DATE: May 8, 2012.

5. Personnel Bylaws

Review the April 8, 2011 DI Jacobs Consulting Company's Personnel Bylaw Review for incorporation in to the present Bylaws.

DUE DATE: May 8, 2012.

NEXT MEETING: Tuesday, May 8, 2012 at 7:00 p.m.

ADJOURNMENT: The meeting adjourned at 8:47 p.m.

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary