

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

May 8, 2012

The Board met in the Town Offices Conference Room at 7:14 p.m. on Tuesday, May 8, 2012.

Present:

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

Guests:

- Bernard Kubiak, Town Administrator

REVIEW OF MINUTES: Minutes of April 25, 2012 accepted as written.

OLD BUSINESS:

1. Badge Quest Public Safety Consultants Report:

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

ACTION: Completed. Consultant will not be used at this time.

2. Communication Between Board Members

Personal electronic information to improve the communication process was shared with the members.

ACTION: Completed.

NEW BUSINESS:

- A. Police Chief Selection Process

- a) Selection Committee members have been contacted. Martha Barrett, Principal, Frontier Regional School to be contacted this week. If unavailable, the Assistant Principal will be asked to be a member.
- b) The Interim Police Chief will give Bernie guidance on posting the position on the Criminal Justice Information System (CJIS) website and determine, by May 9, 2012, who will be the Police Officer representative on the Selection Committee. Members discussed the need for a subordinate Police Officer on the Selection Committee when all Police Officers will meet the final candidates in the Selection Process. Bernie will discuss deferring this option with the Interim Police Chief.
- c) The recruitment posting will be published in the Greenfield Recorder, Hampshire Gazette, Springfield Republican and on the Massachusetts Municipal Personnel Association (MMPA) website. Salary will be commensurate with experience. The salary range will communicated to requesting candidates.
- d) Interested candidates will submit a letter of intent and resume for review by the Selection Committee. Candidates vetted for consideration will be given an Application for Employment.

ACTION: Bernie Kubiak to arrange for an evening meeting of the Police Chief Selection Committee the week of May 21-24, 2012.

- B. Performance Evaluation System

- a) Personnel Board will review the Town Organization Chart at the next meeting
- b) Bernard Kubiak supervises the day-to-day activities of non-elected Dept. Heads. The Select Board requested that Bernie complete the initial evaluation, recommend an advisory rating, and forward to the Select Board, completed by Fri. May 18, 2012. Bernie will clarify with the Select Board who will communicate the final evaluation.
- c) Supervisors in the following positions to give advisory ratings to employees:
 - Town Administrator
 - Town Clerk
 - Interim Police Chief
 - Superintendant of Streets and Sewer

- d) FY12 – assumption to give a one step increase without a bonus.
- e) Personnel Board to give Select Board Timeline of Performance Evaluation process with an estimated start date and will assist with fine-tuning the process.

DRAFT FY13 Prioritized Timeline:

July 1- August 30, 2012 Supervisors to develop Performance Standards and Appraisal document; complete and communicate to employees.

Dec. 1 – Jan. 31, 2013 Mid-year Appraisal given to all employees.

May 31, 2013 Final Evaluation communicated to employee in order to receive any pay increase by July 1, 2013

- f) Two Performance Planning & Appraisal Documents: Exempt and Non-Exempt Positions.
- g) Jay and Jack will bring examples of Performance Standards to compare to one proposed by the Town.
- h) All supervisors are accountable to complete the Performance Evaluation Process.
- i) Don Jacobs to do Performance Evaluation Training on Friday, May 18, 2012. Personnel Board members invited to attend.

ACTION: 1) Review DRAFT FY13 Prioritized Timeline for submission to Select Board.
2) Review Town Organization Chart.

DUE DATE: June 6, 2012.

C. Massachusetts Municipal Personnel Association (MMPA)

Town Administrator, Bernard Kubiak, encouraged members to consider becoming members of this organization. The Town would pay the \$75 fee.

ACTION: Board members will consider membership.

NEXT MEETING: Wednesday, June 6, 2012 at 6:00 p.m.

ADJOURNMENT: The meeting adjourned at 9:19 p.m.

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary