

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

October 16, 2012

The Board met in the Town Offices Conference Room at 6:10 p.m. on Tuesday, October 16, 2012.

Present:

- Jay Wallace, Chairman
- Joanne Carney, Secretary
- John P. Paciorek, Sr.

Absent: Skip Olmstead

Guests:

- John P. Paciorek, Jr. Police Chief
- Shawn T. Patterson, Superintendant of Streets

1. REVIEW OF MINUTES: Minutes of September 11, 2012 were accepted as written.

2. PUBLIC DISCLOSURE:

John P. Paciorek, Sr. submitted a Public Disclosure because his son is the Town Police Chief. (ATTACHMENT 1) Additionally, he will seek guidance from the MA State Ethics Commission regarding the Rule of Necessity, MA State Ethics Commission Advisory 05-05: The Rule of Necessity, December 2005. The Rule states, *If more than one member of a board or committee is disqualified because of actual conflicts of interest, the board may not be able to act because it does not have a quorum. (If the number for a quorum is **not** set by law, a quorum is generally a majority of the board members.) In these instances, as a matter of last resort, the board can use what is called the rule of necessity to permit the participation of the disqualified members in order to allow the board to act.*

2. OLD BUSINESS:

A. Meeting Update

Chairman, Jay Wallace attended and reported on the positive aspects of the September 25, 2012 meeting at the Town Hall discussing operating policies and improved communication between the Board of Selectmen, staff, and the many volunteers that assist with the operation of the town.

ACTION: None.

B. Performance Evaluation System

The Town Administrator submitted the status of the current process and copies of the current forms used by supervisors and completed appraisal ratings for the Assistant Town Collector & Treasurer; Equipment Operator; and Parks and Recreation Director.

His memo to the Board regarding the process cites difficulty in completing the Performance Evaluation process in terms of "motivation and time for all concerned." Additionally he recommended a "less complicated document" for line staff. Shawn T. Patterson, Supt. Of Streets spoke at length about his frustration with the current Performance Appraisal form citing it as too cumbersome, lengthy, and discouraging for supervisors to use and complete.

Upon review the Board determined ***that the current performance Appraisals submitted and in use by supervisors ARE NOT the forms approved at the July 10, 2012 Personnel Board Meeting.*** Approved forms for both Exempt and Non-Exempt Employees was given to Mr. Patterson for use. These forms were voted for use due to their expected ease of use for supervisors and for relating the appraisal to the employee.

ACTION: 1) All supervisors are to immediately use the approved Performance Appraisal rating sheets as approved at the July 10, 2012 meeting. Board will review content of submitted forms for discussion at next meeting. 2) Jay Wallace volunteered to give a refresher class to all supervisors on

the Performance Evaluation Process using the approved forms. He will contact the Board of Selectmen for concurrence.

DUE DATE: October 30, 2012.

B. Resume Workshop

There has been a request for the Personnel Board to meet with members of the Police Dept. to review, critique and discuss resumes for future upward mobility positions.

ACTION: Joanne Carney will take the lead in preparing a training session regarding this request.
DUE DATE: Will coordinate with Police Chief.

C. Town Policy Manual

Members reviewed Chapter II and made recommendations for change. (ATTACHMENT 2) Chapter III to be reviewed at next meeting.

ACTION: Discussion regarding 3. *Full - Time Employee* needs further discussion regarding those employees who are considered Full Time but work less than 40 hours per week.
DUE DATE: October 30, 2012

3. NEW BUSINESS:

A. Police Chief Requests

Board member, John Paciorek, invoked the Rule of Necessity, for the following requests by his son, Police Chief, John P. Paciorek, Jr.:

a. Sergeant Positions

Two positions were approved and funded at \$2,836 in FY11 and carried forward each Fiscal Year without promotion. The Chief requested approval to proceed with recruitment.

ACTION: Approve recruitment and selection for two Sergeant positions, The complete recruitment and selection process will be at the discretion of the Police Chief.

b. Graduated Pay Scale for Part-Time Police Officers

Part-Time Police Officers, regardless of years of service, receive a flat pay rate of \$16.25/hour. Full-Time Police Officers received a graduated pay scale based on years of service. In order to retain Police Officers an incentive graduated pay scale is proposed.

ACTION: Recommend that the Police Chief submit a cost/benefit proposal for consideration to the Personnel and Finance Boards.

c. Re-classification of the Administrative Position

The Police Chief proposes that the current Administrative Assistant position be re-classified due to an accretion of duties.

ACTION: The Board referred the Police Chief to the Town Administrator for assistance on this request. The Town Administrator has copies of types of job descriptions and what factors determine classification of positions.

d. Performance Appraisal System for Police Employees

A Performance Appraisal System for Police Employees was submitted for discussion. The document will be submitted to the Deerfield Police Union and attached to the Collective Bargaining Agreement as Appendix B.

ACTION: Recommend Approval.

B. Personnel Board Membership

The Personnel Board has four of the five designated members. Not having full membership presents a problem to attain a meeting if two standing members cannot attend a meeting, thus delaying action on agenda items.

ACTION: Request Personnel Chair solicits citizens for membership at a televised Select Board meeting.

DUE DATE: By November 30, 2012.

C. Remote Participation Policy

The Personnel Board discussed the matter of holding meetings via a Remote Participation, 940 CMR 29.10. in order to ensure a quorum to avoid cancellation and re-scheduling a Personnel Board meeting. The permissible reasons for remote participation are personal illness; personal disability; emergency; military service; or geographic distance.

ACTION: The Board will send a memo to the Select Board to consider approval and adoption of a Remote Participation Policy for the Personnel Board.

DUE DATE: October 30, 2012.

D. Agenda Items

There has been increasing occurrences of items being submitted to the Board without prior approval for the Agenda process. Addressing these issues at a meeting, without prior review, prevents research into the request, takes time away from submitted Agenda topics, and in many cases, delays standing Agenda items due to the length of time it takes to address within the scope of a reasonable meeting time.

ACTION: The Personnel Board will submit a Memo to all Department Heads outlining the process for inclusion of items into the Personnel Board Agenda.

DUE DATE: October 30, 2012.

4. **NEXT MEETING:** Tuesday, October 30, 2012 at 6:00 p.m.

5. **ADJOURNMENT:** The meeting adjourned at 7:56 p.m.

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary

Attachments (2)