

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

October 30, 2012

The Board met in the Town Offices Conference Room at 6:00 p.m. on Tuesday, October 30, 2012.

Present:

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

1. REVIEW OF MINUTES: Minutes of October 16, 2012 were accepted as written.

2. OLD BUSINESS:

A. Public Disclosure

John P. Paciorek, Sr. to 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.*

ACTION: Deferred to December 11, 2012 meeting.

B. Performance Evaluation System

- 1) All supervisors are to immediately use the approved Performance Appraisal rating sheets as approved at the July 10, 2012 meeting.
- 2) Board will review content of submitted forms for discussion at next meeting.
- 3) 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.

ACTION: Deferred to December 11, 2012 meeting.

B. Resume Workshop Update

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: Update at December 11, 2012 meeting.

C. Town Policy Manual

Members reviewed Chapter III and made recommendations for change. (ATTACHMENT 1) Discussion ensued regarding 3. *Full - Time Employee* needs further discussion regarding those employees who are considered Full Time but work less than 40 hours per week. There were further questions regarding benefits paid to Part-Time Employees and those who are considered Full Time Employees but work less than 40 hours per week.

ACTION:

- 1) Chapter VI to be reviewed at next meeting.
- 2) Jay Wallace will invite Town Clerk, Mary Stokarski, to address the Town policy on entitlement and benefits for Full and Part-Time employees at the next meeting.

DUE DATE: December 11, 2012

D. 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: Update on Police Chief submission regarding a cost/benefit proposal for consideration to the Personnel and Finance Boards.

DUE DATE: December 11, 2012

E. Re-classification of the Administrative Position

The Police Chief proposed at the October 11, 2012 meeting that the current Administrative Assistant position be re-classified due to an accretion of duties. The Board referred the Police Chief to the Town Administrator for assistance and to request copies of types of job descriptions and what factors determine classification of positions.

ACTION: Update at December 11, 2012 meeting.

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: Personnel Chair will solicit citizens for membership at a televised Select Board meeting. In addition a Press Release will be submitted, through the Town Administrator, to *The Recorder* and the Deerfield Community Television soliciting residents for membership.

(ATTACHMENT 2)

DUE DATE: Update at December 11, 2012 meeting.

C. Remote Participation Policy

A memo was sent to the Select Board to consider approval and adoption of a Remote Participation Policy for the Personnel Board.

ACTION: Update at December 11, 2012 meeting.

D. Agenda Items

The Personnel Board submitted a Memo to all Department Heads outlining the process for inclusion of items into the Personnel Board Agenda.

ACTION: Update at December 11, 2012 meeting.

3. NEW BUSINESS:

A. Town Policy Manual – Chapter III Review.

4. NEXT MEETING: Tuesday, December 11, 2012 at 6:00 p.m.

5. ADJOURNMENT: The meeting adjourned at 7:00 p.m.

JAY WALLACE
Chairman

JOANNE M. CARNEY
Secretary

Attachments (2)