

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

July 31, 2013

A special meeting of the Board met in the Town Offices Conference Room at 6:00 p.m. on Wednesday, July 31, 2013 to meet with the Interim Town Administrator, Wendy Foxmyn, to discuss recent Personnel Board Agenda items.

Present:

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

Guests

- Carolyn Ness, Selectman
- Mark Gilmore, Selectman
- Wendy Foxmyn, Interim Town Administrator

1. REVIEW OF MINUTES: Minutes of May 22, 2013 were accepted as written.

2. OLD BUSINESS: NONE

3. NEW BUSINESS:

a) Revised Personnel Policy Manual:

Final copies were given to Personnel Board members on May 22, 2013. Copies of the Manual were also given to the Select Board and Town Administrator for review, discussion and possible adoption at the next Board of Selectmen's meeting.

ACTION: The Manual has yet to be adopted. Selectmen Gilmore and Ness need to review the Manual for comment and meet with the Personnel Board for questions, comments and final acceptance. An e-mail document of the Manual will be sent to the Executive Administrative Assistant for distribution to the Board of Selectmen and Interim Town Administrator.
DUE DATE: August 12, 2013.

b) Vacation and Sick Time Accrual:

The July 19, 2013 memorandum to All Benefit Employees by the Town Clerk, Treasurer and Collector brought concern that the new policy of accrual of benefits may not be in sync with the Town By-Laws (ATTACHMENT 1). Additionally, anticipated funding has not been appropriated.

ACTION: The Personnel Board will review Chapter 35 of the Town By-Laws as it pertains to Vacation and Sick Leave accruals compare with recommendations made April 8, 2011 by DI Jacobs Consulting Co. and August 15, 2006 by Attys. Sullivan, Hayes and Quinn and discuss the issue at the next meeting.
DUE DATE: August 12, 2013.

c) Town By-Laws:

Chapter 35, Personnel, of the Town By-Laws is in need of review, updating and concurrence with other Town policies.

ACTION: The Personnel Board will address this issue and plan for assessment, revision and review by Town Counsel.
DUE DATE: To be determined.

d) Position Descriptions:

There are Town employees who may have inaccurate or non-existent position descriptions.

ACTION: The Interim Town Administrator will identify the needed documentation and meet with the Personnel Board to review a course of action.
DUE DATE: August 12, 2013.

e) Performance Evaluation System

On June 6, 2012 the Personnel Board unanimously recommended adoption of Performance Evaluation forms for Exempt and Non-Exempt positions that were formerly submitted by Jay Wallace. A different set of Performance Evaluation forms were distributed for use by Department Heads resulting in confusion as to what forms to use, and complexity of use.

ACTION: Jay Wallace will bring copies of the recommended Performance Evaluation documents for Exempt and Non-Exempt positions for review and redistribution.
DUE DATE: August 12, 2013.

4. NEXT MEETING: August 12, 2013 at 6 p.m. in the Town Offices.

5. ADJOURNMENT: The meeting adjourned at 6:55 p.m.

JAY WALLACE
Chairman
Attachment

JOANNE M. CARNEY
Secretary