

PERSONNEL BOARD MINUTES

Town of Deerfield, Massachusetts

Via Teleconference Dial-In Number 1-(312) 626-6799 Or 1-(929) 205-6099, Toll Free
(833) 548- 0276 Meeting ID: 620 007 8930 Passcode: 627371

January 24, 2022

Pursuant to a notice duly filed with the Town Clerk, a public hearing with the Personnel Board was held on Thursday December 16, 2021 via remote teleconference, per allowance under “Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20”, promulgated by Charles D. Baker, Governor of the Commonwealth of Massachusetts.

PRESENT: Personnel Board (PB) members: Raloon Bialek, Lisa Middents, and Erika Ross; **Town Administrator,** Kayce Warren, Pat and Annette (members of the public), Analee Wuhlfkuhle (Planning Board)

1. CALL TO ORDER

The meeting was called to order at 6:03 pm on Monday January 24, 2022.

2. REVIEW AND APPROVE MINUTES

Lisa asked permission to address two clerical errors in past minutes since October 2019– adding the date minutes were approved and removing extra text from the legal paragraph at the beginning of each document that was accidentally included.

Motion: Raloon made a motion to approve Lisa correcting clerical errors in previous minutes and resubmitting them to the Town Clerk for posting

Second: Erika

Vote: Erika– yes; Lisa– yes; Raloon– yes (3-0-0) motion carried unanimously.

3. DISCUSSION/DECISION ITEMS– JOB DESCRIPTIONS FOR REVIEW AND APPROVAL.

Chief Operator Sewer/WWTP. Kayce called attention to the issue that the new Class/Comp. plan didn’t anticipate that pay ranges for certain key positions need to be higher than we expected in order to attract talent with the licensure we are requesting. Raloon asked what changed. Kayce said there aren’t many people out there in the field – water wastewater has a dearth of people. Erika observed that a bigger issue is that a Class/Comp can be done but that inflation and the job market make it hard to keep it current.

Motion: to adjust the Class/Comp plan for FY22 to hire a Chief Operator at Grade 5 step 4-10 in order to attract qualified applicants.

Second: Raloon

Vote: Erika– yes; Lisa– yes; Raloon– yes (3-0-0) motion carried unanimously.

4. REVIEW OF PERSONNEL MANUAL – PREVENTION OF DISCRIMINATION AND HARASSMENT POLICY, CODE OF CONDUCT, APPOINTMENT POLICY/BYLAWS, OTHER KEY POLICIES

The PB reviewed and made comments on pages 6, 7, and 11- 15 (sections regarding definitions and discrimination and harassment policies) of Ashfield's Personnel Policy Manual on the Google drive shared document. Ashfield's document will provide the framework for the document Deerfield ultimately recommends to the Selectboard for approval at Town meeting. (go to pages listed above in the attached document for the content of the discussion)

5. OTHER ITEMS

Jennifer Reynolds has resigned from the PB because she got a new job. Erika and Lisa will be terming off by 6-30-22. Raloon pointed out that this is an opportunity to establish procedure for nominating new Board members. Kayce will look at the termination for Lisa and Erika's appointments

6. SCHEDULE NEXT MEETINGS

Next meetings will be Monday February 28, March 14, and March 28 at 6 pm

7. ADJOURNMENT

Motion: Lisa made a motion to adjourn at 7:40 pm.

Second: Raloon

Vote: Erika– yes; Raloon– yes; Lisa – yes; (3-0-0) motion carried unanimously.

Respectfully submitted, Lisa Middents

Minutes approved, 3/14/22