

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

March 14, 2022

Pursuant to a notice duly filed with the Town Clerk, a public hearing with the Personnel Board was held on Monday March 14, 2022 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, and John Paresky (also Finance Committee); Town Administrator, Kayce Warren, South County Emergency Medical Services Director, Zachary Smith; Laurie McComb (member of the public).

1. CALL TO ORDER

The meeting was called to order at 6:02 pm on Monday March 14, 2022.

2. REVIEW AND APPROVE MINUTES

Motion: Raloon made a motion to approve minutes 12/16/21 minutes as submitted.

Second: John

Vote: Erika– yes; Lisa– yes; Raloon– yes; John- yes (4-0-0) motion carried unanimously.

Motion: Raloon made a motion to approve minutes 1/10/22 minutes as amended.

Second: John

Vote: Erika– yes; Lisa– yes; Raloon– yes; John- yes (4-0-0) motion carried unanimously.

Motion: Raloon made a motion to approve minutes 1/24/22 minutes as submitted.

Second: Erika

Vote: Erika– yes; Lisa– yes; Raloon– yes; John- abstain (3-0-1) motion carried.

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

EMT Hire rates. Zachary asked for approval to hire two EMTs at Grade 4, step 2, which would put them at the standard rate for per diem employees. Currently the department is relying heavily on overtime. Covid has inhibited their ability to

get per diems. Approval for this grade and step would mean that he could upgrade two per diem employees to FTE.

He also needs to replace a FTE paramedic and would like to hire an individual who has been at the Amherst fire department for 12 years, does grant writing, and has her master's in Emergency Management. For this position, he needs approval to hire at a grade 4, step 7.

Zachary asked that these changes be effective immediately in FY22. They would realize a savings in their budget since they wouldn't be relying as heavily on per diems and overtime.

Motion: Lisa made a motion to accept the proposal from Zachary as submitted in the 3/11/22 memorandum previously emailed.

Second: Raloon

Vote: Erika– yes; Lisa– yes; Raloon– yes; John- abstain (3-0-1) motion carried.

Town Clerk, Treasurer/Collector. Kayce explained that she has had conversations internally about how to proceed with the Town Clerk, Treasurer/Collector job. The Auditor has recommended separating the roles because it will be difficult to find one person to do all those jobs. The Town Clerk's position is very important and statutorily driven. The Treasurer's position overlaps with the Collectors position naturally.

This position was created through the General Court as an appointed position, as opposed to elected. Kayce reached out to Counsel to confirm that we can put it out to a vote at Town meeting to separate the position and add it to the Class/Comp plan. We can begin to hire once the class/comp is passed at Town meeting.

The Treasurer/Collector position is full-time, exempt. Kayce proposes to move it up to move it down to grade F (now is grade G) because the position has less management responsibility. The Town Clerk position would be 30 hours/week. Currently it's at grade E. Kayce will consult Mary Aicardi on whether it should be an E or an F. She will not add support staff to the department but will reapportion existing staff. Will have to add this to the Class/Comp plan and will need to have a public hearing for that. We need job descriptions in place before the hearing in order to proceed with a Town meeting vote.

Motion: Raloon made a motion to approve splitting the Town Clerk/Treasurer Collector position into 2 positions as presented by Kayce.

Discussion: John trusts Kayce's judgment on how she's going to classify it.

New motion: Raloon made a motion to approve the job descriptions pending incorporation into the Class/Comp plan.

Second: John

Vote: John--yes; Lisa--yes; Erika--yes; Raloon yes (4-0-0) motion carried unanimously.

Public Health Nurse. Board of Health agent, Alex White, drafted the job description. He is asking for a Master's degree. Kayce recommends that it be changed to preferred. The position does not include supervising anyone. It's a part-time position that we share with 3 other towns and we pay per hours of service. We have to pay the same amount as the other towns are paying— up to 12 hours at the most. We need to have someone on board by June. It's not on the Class/Comp schedule because we are doing this collaboratively. Proposed rate is \$40/hour at 625 hours for the year. We will no longer have a vendor contract to do this work. We will have an employee to do this work. Kayce explained that we learned from COVID that we need to conduct disease surveillance in a more comprehensive manner. We need better monitoring techniques. The budget has been approved.

Motion: Lisa made a motion to approve the job description as amended.

Second: John

Vote: Erika— yes; Lisa— yes; Raloon— yes; John- yes (4-0-0) motion carried unanimously.

4. OTHER ITEMS not anticipated 48 hours prior to meeting.

John raised concern about the Class/Comp plan and the higher cost of living/inflation. If you get a 2 ½ % increase, you're not really getting a raise. Kayce isn't sure that the Town can afford to increase wages more. She explained that we built the COLA (Cost of living allowance) into the transition when we created the planned increase. We gave employees a higher COLA than they normally would have gotten. Positions did move and some went up a grade. We added a grade to a number of positions.

Put on the agenda for the 3/28 PB meeting— adding the table to all the job descriptions that show step and grade, and whether the positions are exempt or non-exempt.

We must have a public hearing on 4/11 about the new job descriptions. Has to have a notification in the paper that we're talking about the Comp Plan.

Kayce has a proposal on the PPM (Personnel Policy Manual) to scrape the benefits out of the PPM and not have a manual. We could get HR support to go through the manual and revise it less expensively than Counsel can. She has the article on the Warrant. If we don't have a PPM, can we give it an effective date? It's best to wait and do the article in the fall.

If Kayce can find the money, she would have an HR professional look at our PPM in Google docs. The HR person would meet with the PB to discuss proposals for the PPM.

5. SCHEDULE NEXT MEETINGS

Next meetings will be Monday, March 28 at 6 p.m.

6. ADJOURNMENT

Motion: Erika made a motion to adjourn at 8:06 p.m.

Second: Lisa

Vote: Erika– yes; Raloon– yes; Lisa – yes; John– yes. (4-0-0) motion carried unanimously.

Respectfully submitted, Lisa Middents
Minutes approved as submitted, 8/15/22