

DRAFT
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

October 17, 2022

Pursuant to a notice duly filed with the Town Clerk, the Personnel Board meeting was held on Monday, October 17, 2022 via remote teleconference in accordance with Chapter 107 of the Acts of 2022 which extended the Governor's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, M.G.L. c.30A § 20, until March 31, 2023.

PRESENT: Personnel Board (PB) members: Raloon Bialek, Eric Farrell, Lisa Middents; David Sharp (also Finance Committee), Town Administrator Kayce Warren.

1. CALL TO ORDER

The meeting was called to order at 6:02 pm on Monday, October 17, 2022.

2. REVIEW AND APPROVE MINUTES

Motion: Raloon made a motion to approve the August 15th minutes as submitted.

Second: Eric

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

Motion: Raloon made a motion to approve the September 12th minutes amended.

Second: David

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

3. DISCUSSION/DECISION ITEMS:

Diversity, Equity and Inclusion

Kayce is working with a grant writer to get a grant to fund a study for a DEI plan for the town. The project could be in the range of \$35K. We could apply for a Community Compact grant from the state. The goals are to break barriers down to attract a more diverse population to our workforce. Workforce development and community development are tied together. The process includes getting a quote from the Collins Center at UMass Boston.

Election Day is 11/8 and this may interfere with the Deerfield Inclusion Group's (DIG) desire to continue the conversation with the Selectboard (SB) on DEI at their 11/9 meeting Lisa to contact DIG to let them know that this meeting may be rescheduled.

Lisa asked if the grant will this include the need for updates to the Personell Policy Manual (PPM) since it contains many anti discrimination sections. Kayce is talking to the Town Administrator from Erving about sharing resources to update the PPM. She doesn't currently have the capacity to make swift progress in this area.

Personnel Board Vacancies

Kayce will check with the Town Moderator about making an announcement at the 10/24 Town Meeting about the vacancy listings on the website. There have been no inquiries since the last PB meeting.

4. HIRING: (JOB DESCRIPTIONS & PAY RANGES) ASST. TOWN CLERK, INTERIM TREASURER/COLLECTOR • UPDATE ON TOWN CLERK AND TREASURER/COLLECTOR SPLIT, DISCUSSION OF VACANCIES – INTERIM PERSONNEL, ETC.

Motion: David made a motion to approve the job descriptions for the Assistant Town Administrator and Assistant Town Clerk as presented and to approve the pay ranges for the Assistant Town Clerk and Interim Treasurer Collector as referenced.

Second: Raloon

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

5. SCHEDULE NEXT MEETINGS

Monday, November 14, at 6pm and Kayce will check to see if Monday December 12th at 6pm will work for the subsequent meeting.

ADJOURNMENT

Motion: David made a motion to adjourn at 6:54p.m.

Second: Raloon

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

Respectfully submitted, Lisa Middents