

Town of



Amherst Massachusetts

PERSONNEL BOARD

C/O Human Resources & Human Rights
Town Hall
4 Boltwood Avenue
Amherst MA 01002

Phone: (413) 259-3009
Fax: (413) 259-2418
humanresources@amherstma.gov
www.amherstma.gov

Meeting Minutes Personnel Board May 9, 2018 First Floor Meeting Room, Town Hall, 9am

Present: Tony Butterfield, Catharine Porter, Charles Scherpa, Rebecca Woodland.

Absent: Chris Hoffmann. Others present: Deborah Radway, Joanne Misiaszek

Old Business:

- **Agenda Review/Additions** –None.
- **Minutes** of March 2018 minutes approved as presented, voted 4-0

New Business

- Charter update- Charter passed March 27. Town Council will determine if Personnel Board continues to exist after it takes office. All members willing to continue to serve will remain in service until replaced.
- Review of Personnel Bylaw- Board discussed if it should propose any change to the Personnel Bylaw to the Charter's Bylaw Review Committee. Following discussion, Board recommends that the Council retain a personnel committee and personnel procedures manual as it transitions, but has no bylaw revision suggestions. Board believes that it can continue to play an advisory role for the Town Council, and provide historical context for personnel related decisions.
- Recruiting Update (Town Clerk, Executive Assistant to the Town Manager, Treasurer/Collector, other retirements)- active recruitment committees exist for Town Clerk (staffed by Joanne, and including Chair of Registrars, 2 other staff & an active citizen) and Executive Assistant (staffed by Deb and including 2 other staff & a former Select Board member). There are excellent candidate pools for both positions. There are also retirements occurring in the Senior Center (Karen Erman) and LSSE (Pat Desmarais). These positions are likely to be filled internally. The Town Manager has temporarily promoted the Assistant Treasurer and the Assistant Collector to acting roles until a new Finance Director is hired.
- Staffing Update- (Joanne) There have been 5 resignations since March (3 job dissatisfaction, 2 relocation). Ms. Woodland suggested that help desk assistance previously provided by IT Tech Gabriel Owen could be provided by a UMASS Work Study student and would be a great way of building connections and career pathways with UMASS.
- Next meetings tentative for June 20, July 18 if needed and August 15 if needed

Meeting Adjourned 10:10am

Deborah Radway,

Note taker