



**Meeting Minutes**  
**Personnel Board April 24, 2019 First Floor Meeting Room, Town Hall, 9:00am**

Present: Tony Butterfield, Charles Scherpa, Chris Hoffmann, Rebecca Woodland, Catherine Porter  
Others present: Evelyn Rivera-Riffenburg, Joanne Misiaszek, Chris Crane,

**Old Business:**

- **Agenda Review/Additions** –None.
- **Minutes** of March 2019 minutes amended and approved
- **Personnel and Recruitment update**

**New Business**

- Mr. Butterfield addressed the board stating the Part-Time Wage Scale task force is not yet ready to make a report. They have been hard at work. It is complicated; with the 2% across the scale adjustment for part-timers that began Jan. 1, 2019, step increases and their timing are all part of understanding the total annual compensation. Due to busy schedules and circumstances beyond their control, they are not where we hoped to be today. It is expected that a report will be ready by the time of the next Personnel Board meeting.
- Ms. Misiaszek updated the board on an issue brought to the Annual Non-Union Meeting regarding network doctors on BCBS, which was an education piece on the HMO vs. PPO networks. Current utilization of PPO members show that 98% are using HMO network doctors.
- Non-Union COLA for FY20 is 2%
- Ms. Rivera-Riffenburg spoke about Performance Management. Several reviews are overdue. She would like to implement a new process with new forms: 1. People Leaders and 2. Staff. Current forms have issues for example, no place for explanation on each item being rated only an explanation for the sub-section/category. Ms. Woodland suggested looking into UMass's performance management and she will provide Ms. Rivera-Riffenburg an HR contact for more information. Ms. Rivera-Riffenburg also stated that top-step reviews need to continue and identified a need for training on the processes and on how to have the conversation and plans to offer trainings to staff in the Fall. There was discussion on how to move forward, since this is a cultural change for the organization as staff are used to just checking the box. It is an organizational goal mindset with trickle down to managers and staff. Ms. Woodland asked the question of "What is really the problem?" We know that items such as the forms are symptoms.
- Ms. Rivera-Riffenburg would like to do review of positions to ensure FLSA compliance.
- Staffing Update- (Misiaszek) There were no changes on the formal report for this month, but did refer to some changes anticipated in the future: current recruitment of 2 firefighter positions, dispatcher, various DPW positions likely to be filled internally.
- Next meeting is scheduled for May 22th at 9am and change due to members unavailability.

Meeting Adjourned 10:00am  
Joanne Misiaszek, Note taker