



Human Resources Department
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Meeting Minutes
Personnel Board October 28, 2020 9:00am
Via Zoom

Present:

Tony Butterfield, Charles Scherpa, Catherine Porter, Rebecca Woodland

Absent:

Christopher Hoffman

Others present:

Donna-Rae Kenneally, Joanne Misiaszek, Paul Bockelman, Sandy Stapczynski from HRS Consulting

Reports and Comments:

- Introductions and acknowledgment that the Board hasn't met since February 2020 due to COVID

New Business

- Presentation from Sandy Stapczynski from HRS Consulting
 - Review of the final draft of the part-time wage and classification system report
 - Revised job descriptions
 - Rating Manual & tools in the web portal
 - Listing of communities surveyed; used resources found on the Economic Research Institute (ERI) and Mass Municipal Human Resources
 - Compared high and low wages and Amherst is comparable
 - Goal: to keep in line with MA minimum wage increases through 2023
 - Robust conversation on using general job titles vs. specific job titles included the skills and requirements may be different from job to job and the need for broader categories i.e.: Staff Asst 1, Staff Asst 2, etc
 - The Board asked how step increases will happen going forward and if the Town will move to \$15/hr sooner and these are at the moment unknown budgetary decisions
 - Compression among levels and steps was a concern and needs to be considered with the final decision
 - The Board will wait for the final report before making a recommendation
- Annual Meeting for the Non-Union employees is postponed with a tentative date to be held in March 2021. This will allow for non-union employees to voice their comments to the Personnel Board for their consideration.
- Reviewed Staffing Report
- Personnel Board Member re-appointments to be brought before the Town Council by the Town Manager

Old Business:

- **Minutes** of February 2020
 - *Approved unanimously with 2 grammar edits*
- Next meeting is scheduled for December 2, 2020 at 9am

Meeting Adjourned 10:23 am
Joanne Misiaszek, Minute Taker