



Meeting Minutes
Personnel Board March 10, 2021 9:00am
Via Zoom

Present:

Tony Butterfield, Charles Scherpa, Catherine Porter, Rebecca Woodland, Christopher Hoffman

Others present:

Donna-Rae Kenneally, Joanne Misiasek, Sonia Aldrich, Kay Zlogar, Sonia Aldrich, Sharon Sharry, Sandy Stapczynski

Reports and Comments:

- None
-

Public Comment: Sharon Sharry thanked the Board for looking at the wage scale for part time employees. She is proud of the Town of Amherst, understands that this is expensive to implement. Tony acknowledged that the Board is trying to do right by these employees and it has been long coming.

New Business

- Sandy presents the final report of the part-time wage and classification system.
 - Reworked the wage scale to 11 steps and 3% between steps to be consistent with the Town's other wage scales. Developed a three-year wage scale to match the progression of minimum wage increases in MA.
 - This report also includes updating out dated job descriptions and the creation of descriptions for positions that didn't exist and proper classification on the wage scale.
 - This scale gives management more flexibility and resolves some pay equity issues.
 - Tony reminds the Board that the reason for looking at this was the MA minimum wage however, municipalities don't need to comply. We were at \$11/hr, dropped the bottom step to bring up the rate which resulted in inequities. The Board wanted to look at this. Town Manager wanted an experienced professional and expert to review, make a recommendation and fix this. Sandy had done previous work for us with full time employees.
 - Tony stated the Board doesn't need to approve but accepts this report and findings.
 - Donna-Rae recommends implementing for July 1, 2021.
- Annual Meeting for the Non-Union employees is scheduled for April 14th after the 9am Board meeting
- Reviewed Staffing Report
 - Board members questioned why folks were leaving and the lack of diversity in recent hires. Donna-Rae responded with new efforts to expand the diversity of the applicant pool, diversifying the interview teams and reviewing the Town's Affirmative Action policies along with rolling out a foundation training program and trainings for interview teams on implicit bias.
 - Rebecca appreciates the efforts and asked if there was any collaboration with UMass. Donna-Rae is exploring ARPS's training. Rebecca stated what we are currently doing isn't working and we need to try different approaches. She suggests local networking because we are not alone in our efforts for diversity.
 - Charlie asked if we advertise out of state. Donna-Rae explained that our job postings are displayed on Indeed, Jobs in the Valley, MMA, Diversity.com, Facebook, and State sites including UMass.



Old Business:

- **Minutes** of December 16, 2020 meeting
 - *Approved unanimously*

- Next meeting is scheduled for April 14, 2021 at 9am

Meeting Adjourned 9:57 am
Joanne Misiaszek, Minute Taker