



**Meeting Minutes**  
**Personnel Board Meeting – September 28, 2022 9:00am**  
**Via Zoom**

**Present:**

Tony Butterfield, Catharine Porter, Rebecca Woodland, Tamson Ely

**Absent:** none

**Others present:**

Paul Bockelman, Kay Zlogar, Elizabeth Proulx, Pamela Young, Earl Miller, Sharon Sharry and Jim Russell

**Reports and Comments:**

**Public Comment:**

- None

**New Business**

- Reintroduction of Kay Zlogar, Interim Human Resources Director.
  - Both Tony and Paul are thankful that Kay has accepted the temporary role and believe that with her 50+ years of experience with the Town she is perfectly qualified.
- Introduction of Earl Miller, CRESS Director
  - Discussion of his background and hopes for the new department.
  - The department has been actively responding to calls for 17 days. It is a slow and steady process that will continue to change over the next year. Paul mentioned that the safety of staff and public always remains the top priority.
  - All CRESS staff has shirts with names/badge #/position/pronouns to identify themselves to the public. They are currently responding to calls using their personal vehicles that are clearly marked as they await new town vehicles.
  - CRESS works very closely with both the Fire and Police Departments and is slowly building up to soon respond to 911 calls. It was stressed that CRESS are not ER responders and calls in which they respond to must be consensual.
- Introduction of Pamela Young, DEI Director
  - Discussion of her background and hopes for the new department
  - Tony asked if the department is fully staffed. Pam explained that she and Jennifer Moyston, Assistant DEI Director, make up the department and are working together to decide if additional staff is needed. Both report to the Town Manager.
- Introduction of Elizabeth Proulx, Human Resources Manager
  - Discussion of her background and thoughts of joining the Town of Amherst.



- Personnel Board members each introduced themselves and welcomed Earl, Pamela and Elizabeth to the Town of Amherst.
- Update on Personnel Board member vacancy
  - Town Manager has reached out to non-union employees and is awaiting responses. A few names have also been forwarded. Many do not live in Amherst, which is a requirement for the role.
  - Clarification was provided that the role doesn't require it to be filled by a retiree and cannot be a current employee.
- Update on Recruitment of Human Resources Director
  - 2<sup>nd</sup> round interviews are taking place. Hoping to have 2-3 candidates for a final interview with the Town Manager soon.
- Part Time Wage Scale
  - Tony asked why this was on the agenda again. Kay stated it has been four years since it was updated and no COLAs are on the pay scale. An outside consultant survey was recently completed that showed the wages through 2023.
  - Sharon Sharry proposed whether a COLA could be added in to the Part Time pay scale each year. Tony stated it will be considered.
- Reviewing Staffing Report
  - Since the last meeting there have been 22 new hires and 17 terminations. It was noted that HR did a great job hiring the 22 staff during a difficult time.
  - Discussion regarding resignations and why they left and where they went were addressed.
  - Update on open positions: CRESS Responder, HR Director, DPW Maintenance Worker and Emergency Dispatcher

**Old Business:**

- **Minutes** of May 11, 2022 meeting
  - *Approved unanimously*
- Next meeting is scheduled for:  
November 16, 2022 at 9am

Meeting Adjourned 10:18am  
Elizabeth Proulx, Minute Taker