

Personnel Board Meeting Minutes
November 28, 2012
First Floor Meeting Room, Town Hall, 10:00am

The meeting was convened on Wednesday, November 28, 2012 at 10am.

Present: Flo Stern, Charles Scherpa, Chris Hoffmann & Ron Bell

Absent (excused): Tony Butterfield

Others: Diana Stein, Select Board Liaison, Deborah Radway, Director of Human Resources & Human Rights

Personnel Board Chair Ms. Stern opened the meeting with a review of the agenda. There were no changes, except for the deletion of a report from the Town Manager, who had a conflict with today's revised meeting time.

The Board recommitted to its 9am meeting time at future meetings.

OLD BUSINESS:

Minutes

The Minutes of the October, 2012 meeting were reviewed, minor spelling corrections, and unanimously approved (Scherpa motion, Hoffman second, so voted).

New Business:

- Director reported one employee departure since October meeting, 3 employee departures total since 7/1/12.
There has been one new hire since October meeting, 7 new hires total since 7/1/12.
- Director reported she had collaborated with Director of Public Works to implement pre employment drug and alcohol testing, pre employment physicals and driving record checks for all new DPW driver hires. A discussion of pre and post employment drug and alcohol testing followed, resulting in a request to the Director to bring to the December meeting a summary of current practices across the municipal organization for further review. The Chair expressed a general interest in pre employment and random drug and alcohol testing for any employee who drives in the course of their employment with the Town.
- The Director reported she had recently reinstated Exit Interviews for staff departing from town employment. The Board asked her to bring copies of the form used to the next meeting. The Chair expressed her opinion that employees might not speak freely to the Director of HR, the Town Manager or their direct supervisor, and that the Personnel Board (specifically Tony Butterfield) had been conducting exit interviews. She also stated he had a process to use from the Donohue Institute and we might be best served by using it. This was requested to be added to the agenda of the December meeting.
- The Director described her FY14 proposed organization of the HR department, including her request for a full time administrative assistant, and (in title only) transition of the Health Insurance Trust Administrator position into the Benefits and Safety Manager position. By default, the current

Trust Administrator has been performing most of the Benefits and Workers comp work. The position would be funded by both the Health and Workers' Comp Trust funds. A job description would be developed if the proposal is approved by both the Town Manager and Town Meeting. A part time Human Rights Coordinator position is also requested. The Department's request has been submitted for the Town Manager's consideration in his FY14 budget.

- The Director reported on her activities in the past month, including the above plus championing the town's United Way Drive, continued planning for Supervisor Training at UMass, developing a tiered staffing plan for Parking Enforcement function, proposing an HR Staffing plan for FY14, participating in all FY14 department budget reviews, stewarding labor counsel transition, working towards improved on line application and self service, and attending regional labor market & skills gap conference.
- Personnel Board Chair Flo Stern indicated she think it would be a morale boost to be able to offer access to Amherst or UMass gyms for town employees. Mr. Scherpa replied that Police and Fire facilities included staff purchased gym equipment that is used by those departments and the members of Fire and Police staff are unlikely to use outside facilities due to the nature of their work. Ms. Radway stated we offer discounts at a gym for women on University Drive and also Hampshire Fitness, but we would very much also like to be able to access facilities at UMASS or Amherst, as has occurred in the past. Ms. Radway will discuss with the Town Manager, who knows the history of prior efforts.

OTHER BUSINESS:

- The Town's annual Holiday Party is 12/7/12 at 3pm at the Amherst Brewing Company. The Personnel Board is invited and encouraged to attend! Mr. Scherpa suggested that town retirees be invited.
- An employee newsletter, with copies for retirees was recommended by Mr. Scherpa and Ms. Stern. The Chair suggested department heads could rotate responsibility for the copy, and she might develop a template for them to use. Alternatively, a retiree still living in town could be given copy, put it together and distribute it. The Director will inquire if we have an email list of retirees.

Adjournment

The meeting was adjourned at 10:25 a.m. Next meeting is at 9am on December 19, 2012

Respectfully submitted,
Deborah Radway

Handouts: Minutes of the October 2012 meeting

 New Hires and Departures Report

 FY14 proposed staffing plan for HR department

