

Personnel Board Meeting Minutes
April 20, 2016 First Floor Meeting Room Town Hall

The meeting was convened at 9:00 am

Present: Tony Butterfield, Ron Bell, Charlie Scherpa, Chris Hoffmann. Absent: Rebecca Woodland

Others: Deborah Radway, Director of Human Resources, Pete Hechenbleikner, Temporary Town Manager, Connie Kruger Select Board liaison, Catharine Porter, citizen

Agenda Review/Additions – none.

Old Business:

- Minutes of March, 2016 meeting were reviewed and approved.
- Town Manager Search update- Radway and Butterfield reviewed the community Q&A sessions schedule and format and encouraged attendance and giving feedback to the Select Board
- Board review of March annual meeting with non-union staff- review of Fleurent submission
 - General support of proposed bereavement leave changes by omitting purpose of leave and including any other household or family member to the one day leave provision.
 - Town needs to do a global review of flexible benefits policy because everyone is affected.
 - No additional holidays or time off- the Town is very generous with its existing benefits policies

New Business:

COLA for Non-union staff

- Temporary Town Manager Hechenbleikner reiterated his recommendation for a 2% COLA.
- Discussion regarding alignment of the value of the town's ethos on education with an enhanced Town commitment to professional development. Is there a way the town can offer additional financial reward for attaining a measurable goal and imbedding the availability of additional professional development training money into the FY 18 budget process? Staff was asked to think about this for the May Personnel Board meeting and the Board delayed action on a COLA vote until the May meeting.
- Request for Classification of Position on Non-Union Salary plan- HR Manager-Benefits, Safety and Labor Relations to replace Trust Manager/Labor Relations.
 - Kay Zlogar, Trust Manager/Labor Relations retires in September 2016. The position description was revised to reflect a transition of Amherst Pelham Health Trust claims administrative responsibilities from that position to a regional school employee. A new position of HR Manager-Benefits, Safety and Labor Relations places additional emphasis placed on management of other employee benefits, employee safety programs and labor relations responsibilities. Position is also placed under the supervision of Human Resources and Human Rights Director, rather than Town Manager. The new position was evaluated according to the position classification and rating manual provided by non-union compensation study consultant Human Resources Services, Inc. and scored within the Grade 5 classification. The Health Trust position was scored Grade 6. Request made to place the position of HR Manager-Benefits, Safety and Labor Relations on the Non-Union classification plan and salary chart at Level 5 effective July 1, 2016, with Kay remaining in her current position until retirement on September 30, 2016. Motion made by Ron Bell and Seconded by Chris Hoffmann, and unanimously approved.
- New Hires and Exits Report- 1 exit (retirement) and 3 new hires since March meeting.
- Schedule of Upcoming Meetings- May 18, June 15.

Meeting adjourned at 10:05am

Deborah Radway, notetaker