

Personnel Board Meeting Minutes

November 16, 2016 Town Room, Town Hall

The meeting was convened at 9:00am.

Present: Tony Butterfield, Ron Bell, Charlie Scherpa, Catherine Porter, Chris Hoffmann

Others: Joanne Misiaszek, Human Resources Manager, Connie Kruger, Select Board

Absent: none

Agenda Review/Additions – none.

Old Business:

- Minutes of October 19, 2016 approved unanimously

New Business:

- ❖ Update on Personnel Procedures Manual Revisions:
 - Joanne Misiaszek reported on the committee's progress towards revising the current document where needed to change the tone and offer better clarifying language for all staff members to understand. Committee members are Deb Radway and Joanne Misiaszek-HR, Linda Wentworth-Library, Stephanie Ciccarello and Nate Malloy-Planning/Conservation, Mike Olkin and Brianna Sunryd-IT, Jennifer LaFountain and Theresa Fleurent-Accounting. Committee meets weekly for one hour for discussion and implements edits.
 - Discussion/Comments: Ms. Kruger questioned the timeline for a finished draft and Mr. Sherpa stated he felt the present manual didn't require such a big effort for updating.
- ❖ New Hires and Exit Reports: report was reviewed, noted two new patrol officers and library staff; no exits
 - Ms. Kruger asked if the Town has a nepotism policy and to research formal policies since one of the new hires is related to a town official.
- ❖ UMASS Job Fair: Town's HR and Senior Center will be present to represent the Town as a local employer at the UMASS Amherst Non-Profit, Social Services and Government Career Fair on November 16
 - Discussion/Comments: The goal of attending is to promote the Town as an employer, seek potential internship candidates and to recruit a diversified applicant pool. Ms. Kruger wants more information on a Town internship program. All agreed that an internship program can be a feeder system for a diverse employee population.
- ❖ December 12th presentation to Select Board: Mr. Butterfield, Ms. Kruger and Mr. Hoffman will be present for meeting
- ❖ Other Discussion/Comments:
 - Potentially branching out the A.L.I.C.E. Training to committee/board members
 - Members seeking update on Professional Development progress
 - Holiday Celebration on December 2
- ❖ Meeting Schedule: Next meeting set for December 21

Meeting adjourned at 9:30am

Joanne Misiaszek-Notetaker