

Town of



Amherst Massachusetts

PERSONNEL BOARD

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**Meeting Minutes
Town of Amherst Personnel Board 9 am Wednesday, May 17, 2017
First Floor Meeting Room, Town Hall**

Present: Tony Butterfield, Catharine Porter, Charles Scherpa, Chris Hoffmann, Ron Bell
Others: Connie Kruger, Select Board liaison, Deborah Radway, Director Human Resources, Claire McGinnis, Treasurer/Collector and members of the Personnel Procedures staff review team Joanne Misiaszek, Stephanie Ciccarello, Brianna Sunryd, Theresa Fleurent, Jen LaFountain, Linda Wentworth

Agenda

- Agenda Review/Additions None

Old Business:

- Review and approve minutes of April 2017 meeting, unanimous. 15 am meeting – corrected to remove Chris Hoffmann as present. Review and approve minutes of March 15 pm meeting- Approved Unanimously. Further discussion of meeting with non-union staff—something about that set up inhibits sharing of feelings.

New Business:

- Personnel Procedures staff review team presented progress made to date on its review of the August 2015 Personnel Procedures Manual. Focus has been on modernization, tone, logical flow of topics and language clarification. The Team reviewed all sections up to Benefits, Leaves and Eligibility in detail. Board members made suggestions and comments for further review, and expressed its appreciation for work completed to date. Goal is for review team to present the balance of its initial review to the Board at its June meeting. The Board will conduct a review of the entire staff team work product conducted after the team presents its final recommendation.
- New hires and exits report- Reviewed. There were 4 new hires (3 Fire Fighters) and no exits.
- Next Meeting Scheduled: July or August possibilities?

There being no other business, the meeting was adjourned at 10:20am.

Deborah Radway

Notetaker