

Town of



Amherst Massachusetts

PERSONNEL BOARD

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**Meeting Minutes
Town of Amherst Personnel Board 9 am August 30, 2017
First Floor Meeting Room, Town Hall**

Present: Tony Butterfield, Catharine Porter, Chris Hoffmann, Rebecca Woodland. Absent: Charles Scherpa.

Others: Connie Kruger, Select Board liaison, Town Manager Paul Bockelman, Deborah Radway, Joanne Misiasek, PPM review team members Briana Sunryd, Theresa Fleurent, Jen LaFountain, Linda Wentworth.

Agenda

- Agenda Review/Additions –None.

Old Business:

- Review and approve minutes of June 2017 meeting, vote 4-0 in favor.

New Business:

- Welcome to new member Rebecca Woodland.
- Chair made expression of thanks to PPM review team in advance
- Review of 2nd half of proposed staff changes to Personnel Procedures Manual
 - Theresa presented Retirement System through Sick leave sections- mostly clearer and updated language to reflect current practice, added Personnel Board's language on sick while on vacation)
 - Joanne presented FMLA (new), Bereavement (added) and Longevity (new benefit for new hires)
 - Jen LaFountain presented on Leaves- with new adoption and paternity leaves- received suggestion for gender neutrality, removal of word "male". Review team received accolades for getting out in front of any state legislation on paid family leave for parenting.
 - Brianna presented on revised language for Discipline—progressive discipline, feedback and counseling encouraged, counseling; at advice of Board changed names to Oral Warning and Written Reprimand. More discussion on documentation.
 - Linda presented on Grievance Procedure-noting movement of section to end of Manual; consolidated steps in recognition of lack of Department Supervisors- Step 1 now the Department Head, encouraged discussion of potential grievances to occur early in the process. Linda also discussed our need for a section on process for speaking to the media (forthcoming). Discussion on coaching, continuous feedback throughout the year and the concept of checkups vs autopsy. Rebecca Woodland volunteered to provide coaching and additional language for this section.

- Other comments from Board on staff committee work: Include the Non-Union Compensation Study as an appendix.
- Next Steps- Board discussed that they have received a draft. They want to read it and understand it themselves, discuss it themselves prior to distribution for comment. Rebecca mentioned various models for solicitation of feedback- on line, focus groups, email, group meetings and will share these with the board at next meeting. Board set date of September meeting to conduct internal review prior to solicitation of comments from anyone other than the Town Manager.
- New Hires and Exits report- Joanne reported 2 retirements (Chalfant, Plante) and 3 new hires; with 2 more retirements (Tucker, Bohonowicz) pending.
- Next Meeting Scheduled: September 21, October 18, November 15, December 20

There being no other business, the meeting was adjourned at 10:40 am.

Deborah Radway

Notetaker