

PERSONNEL BOARD MINUTES

Town of Deerfield, Massachusetts

Via Teleconference Dial-In Number 1-(312) 626-6799 Or 1-(929) 205-6099, Toll Free
(833) 548- 0276 Meeting ID: 620 007 8930 Passcode: 627371

May 16, 2022

Pursuant to a notice duly filed with the Town Clerk, a public hearing with the Personnel Board was held on Monday May 16, 2022 via remote teleconference, per allowance under “Executive Order Suspending Certain Provisions of the Open Meeting Law, G.L. c. 30A, § 20”, promulgated by Charles D. Baker, Governor of the Commonwealth of Massachusetts.

PRESENT: Personnel Board (PB) members: Raloon Bialek, Eric Farrell, John Paresky (also Finance Committee); Town Administrator, Kayce Warren.

1. CALL TO ORDER

The meeting was called to order at 6:06 pm on Monday May 16, 2022.

2. PERSONNEL BOARD VACANCY FOLLOW UP

John will be terming off. June 30 and the Finance Committee will appoint a new person. The ATA (Assistant Town Administrator) will put up a posting for the PB (Personnel Board) opening on the Town’s FB (FaceBook)page. Eric asked about other FB groups such as Deerfield Now, Deerfield Right Now, and Deerfield Parents. Kayce asked Eric if he could post the link up for the PB openings on those platforms. Kayce will post again on the Town’s FB page.

3. DISCUSSION/DECISION ITEMS– JOB DESCRIPTIONS FOR REVIEW AND APPROVAL.

Administrative Assistant. This is the position Pat Kroll holds now. Essential functions are customer service and administrative processing such as trying to get people to the right person. The supervision is from the ATA (Assistant Town Administrator) and the TA (Town Administrator). It’s an administrative/clerical job with the flexibility to work remotely.

Motion: John made a motion to approve the job description with spelling and grammar corrections possibly to come later.

Second: Raloon

Vote: John– yes; Eric– yes; Raloon– yes; (3-0-0) motion carried unanimously.

4. TOWN CLERK PAY RANGE.

The position is a grade F, 19 hours/week. In order to make the posting competitive for market rates and in keeping with the current labor shortage, Kayce requests approval to increase the pay rate from step one, \$35.04/hour to step two, \$35.19/hour. John said that as long as it’s less than we budgeted, it’s fine with him.

Motion: Raloon made a motion to approve extending the Town Clerk vacancy notice to start at step 2.

Second: Eric

Vote: John--yes; Raloon--yes; Eric-- yes (3-0-0) motion carried unanimously.

5. SCHEDULE NEXT MEETINGS

Next meetings will be Monday, June 13 at 6 p.m.

6. ADJOURNMENT

Motion: Raloon made a motion to adjourn at 6:52 p.m.

Second: John

Vote: John-- yes; Eric-- yes; Raloon-- yes; (3-0-0) motion carried unanimously.

Respectfully submitted, Lisa Middents

Approved, 8/15/22