

**TOWN OF SHUTESBURY  
PERSONNEL BOARD MEETING MINUTES  
Thursday October 24, 2019**

Present: Anna Aaron, Becky, Torres, Peg Ross, Jim Walton, Ralph Armstrong (acting Secretary)

Absent: Melissa Makepeace-O'Neil

Meeting began: 7:08 PM

**Old Business**

- The Personnel Board minutes from the August 15 and September 17 were approved with amendments.
- Peg Ross made the recommendation to deliver the meeting minutes prior to the board meeting allowing board member time to read the minutes.
- Personnel Board reviewed the Anti-Discrimination workshop. The board members agreed that the presentation was well done and provided the attendees with very good information. The Personnel Board agreed that more Bias Training would be beneficial.
- Handbook. Documents under review:
  - Town of Shutesbury Equal Employment Opportunity, Anti-Discrimination and Harassment (including Sexual Harassment) Policy
  - MCAD Q&A Pregnant Workers Fairness Act
  - MCAD Guidance Pregnant Workers Fairness Act
    - Need to define who determines the question of “undo-hardship”
    - Who determines reasonable cost
    - How does the town document a “good faith effort”
  - Act to Establish Pay Equity: Overview and Frequently Asked Questions
    - Additional review is needed to determine if the language is understandable
- The Personnel Board will review the following checklist to include in the Personnel Handbook appendix:
  - Review of Employee Orientation checklist
  - Exit Interview checklist

**Future Business**

- Personnel Board will be involved on Police Union contract negotiations in FY 2021.
- The Police Chief evaluation is being written.

**Unofficial Topic:**

Peg Ross announced the impending arrival of a grandchild. The Personnel Board is expecting excellent and positive news about Mom and the new arrival.

**Future Meetings:**

Next meeting is scheduled for December 5, 2019, at 7:15 PM

Meeting ended: 8:07 PM