

Berkshire County Retirement Board Meeting
April 13, 2021

The meeting of the Berkshire County Retirement Board was called to order at 9:00 A.M. in the Berkshire County Retirement Office, located at 29 Dunham Mall, Pittsfield, MA. Present at the meeting were; Michael Ovitt, Chairman, Mark Bashara, Elected Member, Beth Matson Appointed member and Paul A. Lisi, Jr., Advisory Board Member.

NEW BUSINESS:

1.) The Board interviewed a finalist for the job opening in the retirement office. There were two finalists for the position and it was noted at the beginning of the meeting that Melanie Medon had withdrawn her name from consideration for the position. The interview would be conducted with the remaining finalist Jill Hersey.

Ms. Hersey arrived at 9:00am, the Board members introduced themselves. The Board members had prepared questions and would take turns asking their questions.

Michael Ovitt

1) Please describe your relationship, knowledge or interactions you have or had with Berkshire County Retirement System Board, members, staff or participants in the system? Jill indicated she knew the retirement board staff, several Board members and several of the Town Treasurers all through her job at the bank.

2) Tell us what you have recently learned or discovered about your future job and how did you acquire or research this? Online research of MGL Ch. 32, PERAC and our website FAQ's and personally knows several public employees, police officers.

Beth Matson

1) What interests you about this job and what skills and strengths do you bring to it? The job description was of interest and many of the skills she uses every day.

2) What was the most difficult decision you have ever had to make on a job? Career and work related decisions.

Mark Bashara

1A) What is your interpretation of integrity?

Whether you are alone or in a group you do the right thing.

2) Tell me an accomplishment you are particularly proud of either in your personal or professional life. Jill has responsibility for 5 different audits at work they all came back without a finding. Balancing a full time job with a family and continuing her education.

3) How do you deal with stress? By balancing both work and life practicing peace and calm.

Paul Lisi Jr.

1) How are you motivated? By being a good role model for her daughter.

2) In your first few months on the job please tell me about a few things you would do in this role? Take a lot of notes, research Ch. 32 open to new ideas and work hard.

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Karen Williams

1) Are there any questions from your 1st interview you would like to answer again, or do you have something to add to any of your original answers?

Jill added some details about computer programs she uses to audit security for online banking. She spoke about some of the reports she created or developed for use by herself and others at the bank.

2) What is your ideal work environment? Do you like working on teams or working alone. What is your work style? She likes an organized a neat work environment. She enjoys working alone and in teams. Deals with stress a lot and finds always being ready when asked helps alleviate stress.

Sheila LaBarbera

1)What interests you about this job? In what ways do you think you can contribute?

A general interest in the job, enjoys working with computers and data, interaction with the membership. Has the energy motivation and skill set to help the membership.

2)How do you grow your professional skills & knowledge? Trainings and learning from others on the job. Learn to assess risk factors for all aspects of the job.

When the Board members finished asking questions, Jill asked the Board about performance Reviews? They indicated they were working to create performance reviews and evaluations. There are currently no performance evaluations at this time. There were no other questions and Jill left the meeting at 10:00am.

There was a motion made by Paul Lisi Jr, to approve the hiring of Jill Hersey second by Mark Bashara. **Unanimous.**

There was discussion regarding the offer letter and the starting salary. There was a discussion about starting at \$52,000 then increasing increments after a certain amount of time on the job. Karen Williams stated the job should have a set salary as there was no precedent for increments after hire date.

A motion was made by Paul Lisi Jr. that the offer letter would start the salary at \$52,000 and the executive director had the discretion to negotiate up to \$55,000. The benefits would be determined by the personnel policies and insurances determined by the GIC rates on the starting date of employment. If there was request for a benefit outside of what was detailed in the personnel policies it would come back to the Board for consideration and approval. Attorney Thomas Gibson will provide a sample offer letter and performance evaluations. Second by Mark Bashara. **Unanimous.**

Vote to adjourn at 10:40pm was Unanimous

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RESPECTFULLY SUBMITTED:

Sheila LaBarbera, Executive Director

APPROVED BY:

Michael Ovitt, Chairman

Mark Bashara, Elected Member

Karen Williams, Elected Member

Paul A. Lisi, Jr., Advisory Council Member

Beth Matson, 5th Member Appointed