



**TOWN OF MILFORD, MASSACHUSETTS
MILFORD YOUTH CENTER
MILFORD YOUTH COMMISSION
24 Pearl St., Milford, MA 01757
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**Milford Youth Commission Minutes
In-Person Meeting**

Date: Friday, September 24, 2021

Time: 4:00pm

**Location: Milford Youth Center - Conference Room, 2nd Floor
24 Pearl St., Milford, MA 01757**

In-Person Members Present: Ariea Bryan, Paige Brown, Darlene Dulude, John Dulude, Sandra Caponi, Chuck Calagione, Brendan Rickert, RJ Sheedy, and Jay Vaz.

On-Phone Members Present: Steve Sousa

MYC Employees Present: Jen Ward

- Meeting called to order by Vice Chair Brendan Rickert at 4:07pm, seconded by Paige Brown and all in favor via roll call (in-person and on-phone).
- Brendan Rickert review of first agenda item - **Receipt of Resignation of Assistant Youth Center Director - Emily Barnes.**
 - Letter of Resignation and Response to Resignation distributed to Board and reviewed. Emily Barnes thanked MYC for the opportunity but was offered a position by her former employer that was a better fit for her family and will allow her to also return to school. She offered her resignation to be effective 9/24/21. Board reviewed Letter of Response to Resignation, acknowledging resignation and requesting resignation to be 10/1/21. Jen Ward stated this was requested due to the busyness of MYC currently and the time it will take to post the position, interview and train a replacement. Emily Barnes agreed to remain in her position until 10/1/21.
 - Motion by Darlene Dulude to accept Letter of Resignation and provide Letter of Response to Resignation, seconded by Sandra Caponi and all in favor via roll call (in-person and on-phone).
 - Emily Barnes will have an exit interview with Town of Milford Human Resources Director Kristin Melpignano on 10/1/21 at 9:30am.

- Brendan Rickert review of second agenda item - **Review and approval of updated job description for Assistant Youth Center Director.**
 - Job description updated by Town Human Resources Kristin Melpignano was distributed to Board and discussed. All resumes are sent to Kristin Melpignano who reviews and filters candidates based on qualifications and residence location relative to MYC. Darlene Dulude mentioned location is important due to nature of position which requires occasional evenings & weekends. Kristin M Melpignano will present Jen Ward and Board with her selection of final candidates. Jen Ward would like to reduce the rounds of interviews to (2) from (3), to speed up the process, by consolidating two of the interviews. Jen Ward proposed that the two rounds would now be an interview with Kristin Melpignano (Town HR), Jen Ward and Board and another interview with some of the MYC kids and herself as an observer. Jay Vaz and Sandra Caponi stated that the interview with the kids is important as it is very obvious how/if a candidate will engage with kids. Following the interview, Jen Ward will choose three finalists and the Board will make the final hiring decision. Once a job offer is made, it is dependent on passing a CORI form review. Paige Brown asked if there were any other strong finalists from January when Emily Barnes was hired and Sandra Caponi said there were not, that Emily Barnes stood out from the other candidates.
 - Motion by Sandra Caponi to approve the Job Description, seconded by Darlene Dulude and all in favor via roll call (in-person and on-phone).
 - RJ Sheedy asked if there was anyone that could fill the position in the interim. Jen Ward said there was not, that she's already begun using part-time employees as Emily Barnes has been having to deal with some family needs. Jen Ward also said Jay Vaz has been stepping in and helping significantly which has been appreciated.
- Brendan Rickert review of third and final agenda item - **Issuance of Job Posting for Assistant Youth Center Director.**
 - Brendan Rickert reviewed job posting pay scale and stated that Emily Barnes about to be moved up to a \$24.02 (Level II, Step 2) in January. He also recommended that given the current hiring market, in which employers are struggling to find people, we should offer a pay scale range starting at a minimum of \$24.02 (Level II, Step 2) up to a maximum of \$25.25 (Level II, Step 3). Effectively, this hourly salary range is approximately \$49,000 to \$52,000 annually. Board agreed that this range is necessary to attract the right candidates and hopefully keep them once they're hired.
 - Motion by RJ Sheedy to approve the Issuance of Job Posting for Assistant Youth Center Director, seconded by Ariea Bryan and all in favor via roll call (in-person and on-phone).
 - Brendan Rickert stated he would sign the Receipt of Resignation for Emily Barnes and email that to Town Human Resources/ Kristin Melpignano along with the Board recommended pay range to get the job description posted as soon as possible.

- Motion by Darlene Dulude to adjourn at 4:29pm, seconded by Chuck Calagione and all in favor via roll call (in-person and on-phone).

Next Meeting:

In-Person

Date: **Thursday, October 7, 2021**

Time: 6:15pm

Location: Milford Youth Center - Conference Room, 2nd Floor
24 Pearl St., Milford, MA 01757