Approval 10/25/12
Vote 5-0-0

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, October 18, 2012

Members Present: Ricki Carroll (finance committee liaison); Paullette Leukhardt (select board liaison); Priscilla Phelps, Beverly Chow, and Dave DeHerdt, Chair

Dave called the meeting to order at approximately 6:40 PM.

Dave announced that he was recording the meeting.

1. Website Meeting Posting Change: Dave reported the website has changed so that posting a meeting agenda on the site does not necessarily mean the Town Clerk had received a copy for posting.

2. Approval of Minutes: Dave reported he had not yet prepared the minutes from the meeting of 10/11/12.

3. Job Description Issue: Dave reported he had received a telephone call from Library Trustees Chair Marcine Eisenberg. ~~She~~ He indicated that the trustees needed some changes made to the librarian job description. The trustees will forward a proposed job description to the Board for consideration in the near future.

4. Personnel Policies and Procedure Manual: The Board then proceeded to discuss the "compare" version of the Personnel Policies and Procedure Manual including formatting and proper location for specific information up through page 6. Dave suggested that for the next meeting, the Board be prepared to discuss pages 6 (employment practices) - 14 (grievance procedure). Priscilla provided the other members with a copy of another town's personnel policy manual to look over.

5. Future Meetings: Beverly informed the Board she would be out of town the first week of November 2012, and she would be unable to attend that week's meeting. The Board agreed it would next meet on Thursday, Oct. 25, 2012 at 6:30 p.m.

There being no other business before the board, motion was made and seconded to adjourn the meeting. The vote in favor was unanimous.

Dave adjourned the meeting at approximately 8: 50 PM.

Submitted by,

Dave DeHerdt