

## MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, November 29, 2012

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

Dave called the meeting to order at approximately 6:44 PM.

Dave announced that he was recording the meeting.

1. Approval of Minutes: Dave presented the open meeting minutes of November 8, 2012, for acceptance. Ricki moved and Priscilla seconded that the minutes be accepted as amended. The motion passed, three (3) in favor, zero (0) against, and One (1) abstention (Beverly abstained).
2. Personnel Policies and Procedure Manual: Dave reported that he had emailed pages 16-21 of the proposed manual to the town treasurer to determine if the present language accurately reflects the present day town policy. Town treasurer replied that she would review these pages and get back to the Board after the ongoing audit was finished. Dave also reported he was still in the process of making the edits agreed to by this Board. He hoped to be ready to bring the updated manual back to this Board in the next couple of weeks.
3. Employee Evaluation Form: The Board reviewed the sample evaluation form provided by Ron Coler. It was agreed that some of the sections should be incorporated into the Board's proposed form. Priscilla volunteered to give it a first pass. Dave agreed to email the electronic version of the Board's proposed form to Priscilla prior to the next meeting. The Board will review this issue at its next meeting.
4. Future Meetings: The Board agreed it would next meet on Thursday, December 6, 2012 at 6:30 p.m.

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

Dave adjourned the meeting at approximately 8: 10 PM.

Document List: Sample Evaluation Form from Ron Coler

Submitted by,

Dave DeHerdt