

Accepted: 7 / 17 / 20 13

Voted: 4 - 0 - 0

## MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Wednesday, July 10, 2013

Members Present: Priscilla Phelps (Chair), Paullette Leukhardt (Select Board Liaison), Ricki Carroll (Finance Committee Liaison), Beverly Chow

Priscilla called the meeting to order at approximately 7:08 PM. and announced the meeting was being recorded.

Priscilla made a motion to appoint Ricki as secretary, the motion was seconded by Beverly and passed unanimously 4-0-0.

Paullette offered to post the meetings, <sup>using on</sup> both on the website, <sup>using tool which creates the copy for Town Hall to</sup> and at Town Hall and all agreed. <sup>post on the official balloting</sup>

1. Letter of Resignation: A letter of resignation effective immediately was received from Dave DeHerdt. Ricki made a motion to accept with regret and thanks, the motion was seconded by Paullette and passed unanimously 4-0-0.
2. Vacancy: We discussed putting a notice in the Ashfield News about the vacancy and Priscilla will make a few calls to see if anyone she knows is interested.
3. Approval of Minutes: The minutes of June 27, 2013 were presented for acceptance. Four corrections were made. Paullette moved and Beverly seconded the minutes as amended and the motion passed unanimously. 4-0-0.
4. Ricki will write a cover sheet for the Document List for Personnel Board book in the file cabinet.
5. Ricki made a motion for Beverly to be the keeper of the Master Digital Copy of the Personnel Policy and Procedure manual while the work is in progress. Priscilla seconded and the motion passed unanimously 4-0-0.
6. Personnel Policies and Procedure Manual: Dave distributed (by email) copies of the PPP manual (in progress). We went through pages 1-9 and made corrections. It was decided a new appendix section to be included will contain information on the "Employee Assistance Program". In order to expedite our process, it was decided, Beverly would take her copy with corrections and bring it back finished to our meeting on July 17, 2013. We will each have our copy and Beverly will have the 2 copies to work with. One with corrections and already one corrected. We will all go through the edited corrections and finish our work within the next few meetings, when we can turn the manual over to the Select Board for their review.
7. Priscilla sent a letter to Sherrill Jordan to let her know we will put her letter on a future agenda.

8. Future Meetings: The Board agreed it would next meet on Tuesday, July 16, 2013 at 6:45p.m. and July 25, 2013 at 6:45

9. There being no other business before the board, Ricki made a motion to adjourn, Beverly seconded it. The motion passed unanimously. 4-0-0

Priscilla adjourned the meeting at approximately 9:08 PM.

Submitted by,

Ricki Carroll

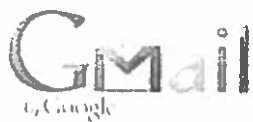
**DOCUMENT LIST:**

Letter of Resignation from Dave DeHerdt (in notebook labeled "Document list for Personnel Board Minutes" in file draw.

Letter from Sherrill Jordan (in notebook labeled "Document list for Personnel Board Minutes" in file draw.

Accepted: \_\_\_/\_\_\_/20\_\_\_

Voted: \_\_\_-\_\_\_-\_\_\_



Priscilla Phelps &lt;pheipsp420@gmail.com&gt;

**agenda - Personnel Board (revised)**

1 message

PM Leukhardt &lt;pmleukhardt@gmail.com&gt;

Fri, Jul 5, 2013 at 4:26 PM

To: Personnel Board &lt;personnel\_brd@ashfield.org&gt;

Ashfield Personnel Board Meeting Notice

When: Wednesday, 10 Jul 2013 07:00 pm Posted: \_\_\_\_\_

Where: Ashfield Town Hall, 412 Main Street, Ashfield MA 01330

Submitted: 2013-07-05 4:25 pm Contact: Priscilla Phelps 628-4655

Meeting Purpose / Agenda

(comment - revised agenda, July 5, 2013, 4:25pm)

1. Open the Meeting (Chair)
2. Statement of audio/video recordings
3. Reorganization
4. Resignation letter from Dave DeHerd
5. Update town webmaster for email and website
6. Appointments (if any)
7. Review and approval of minutes from previous meetings
8. Personnel Policies and Procedures Manual
9. Items not reasonably anticipated by the chair 48 hours in advance of the meeting
10. Upcoming Meetings and Agenda Items
11. Public forum
12. Executive Session, if needed
13. Adjourn the Meeting