

Accepted: 8 / 8 / 20 13

Voted: 3 - 0 - 0

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, August 1, 2013

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

Members Absent: Ricki Carroll (Finance Committee Liaison),

Priscilla called the meeting to order at approximately 6:38 p.m.

1. There was no Personnel Board meeting on July 25, 2013 as planned, because the meeting agenda was not officially posted 48 hours in advance, although submitted on time.
2. There were zero (0) recording devices and there were no appointments.
3. Approval of Minutes: Ricki's prepared minutes for Wednesday, July 17, 2013 were presented. Motion to accept the minutes by Beverly, second by Paullette, passed unanimously 3-0-0.
4. Admin Policies: Priscilla found a document entitled 'Public Record Law Requests' dated December 5, 2012. Paullette to verify if these were ever approved by the Select Board at the Dec. 5, 2012 SB meeting and/or mentioned in the SB meeting minutes.
5. New Item: Checking historical information regarding comp time and discussion of same at the next meeting.
6. Personnel Policies and Procedure Manual: The Board reviewed and corrected pages 18-33. Next meeting will begin at page 33, Section XVII. Beverly will prepare a flash drive of the work in progress version of the PPP to be updated on the flash drive at the next meeting (Aug. 8, 2013) when Beverly will be absent. The flash will be returned to Beverly to keep the work in progress copy updated in one place.
7. Future Meetings: The Board agreed to meet Thursday, August 8, 2013, at 6:30 p.m., and at 6:30 p.m. on August 15, 2013 and August 22, 2013.
8. There being no other business before the Board, motion to adjourn by Paullette at 8:49 p.m., second by Beverly, and the motion passed unanimously, 3-0-0.

Priscilla adjourned the meeting at 8:50 p.m.

Submitted by,

Paulette Leukhardt

DOCUMENT LIST:

None

Ashfield Personnel Board Meeting Notice

When: Thursday, 01 Aug 2013 06:30 pm Posted: _____

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

Submitted: 2013-07-25 3:26 pm

Contact: Priscilla Phelps 628-4655

Meeting Purpose / Agenda

1. Open the Meeting (Chair)
2. Statement of audio/video recordings
3. Appointments if any
4. Review and approval of minutes from previous meetings
5. Continue work on Personnel Policies and Procedures Manual
6. Items not reasonably anticipated by the chair 48 hours in advance of the meeting
7. Upcoming Meetings and agenda items
8. Adjourn the Meeting