

Accepted: 8/22/2013

Voted: 3 - 0 - 0

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday August 15th, 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 6:42 p.m..

1. Approval of Minutes: Priscilla presented the minutes of August 8th, 2013, Ricki made a motion to accept as amended, seconded by Paullette, passed unanimously (4-0-0)
2. Paullette explained an updated thumb drive of the Manual to Beverly which had the corrections from the previous week and handed out an updated copies of the Manual to the board.
3. Priscilla talked about her further investigation into comp time. She found there was no vote by the SB on it and it was decided unless the current Board wanted to do something in the Manual we may not have to put it in.
4. Ricki said she would call to check on the phone numbers of the EEOC and the 2 numbers for the MCAD.
5. Personnel Policies and Procedure Manual: We started our discussion with the Sexual Harrasement Policy in the Complaint Procedure.
7. Future Meetings: The Board agreed to meet Thursday August 22nd, August 29th, and September 19th at 6:30 p.m.
8. There being no other business before the Board, motion to adjourn by Ricki, Beverly seconded, and the motion passed unanimously. (4-0-0)

Priscilla adjourned the meeting at 8:45 p.m.

Submitted by,

Ricki Carroll

DOCUMENT LIST:

None agenda

Ashfield Personnel Board Meeting Notice

When: Thursday, August 22, 2013 06:30 pm Posted____

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

Submitted: 2013-08- am Contact: Priscilla Phelps 628-4655

Meeting Purpose/Agenda

1. Open meeting (Chair)
2. Statement of audio/video recordings
3. Appointments, if any
4. Review and approve minutes of previous meeting
5. Continue work on Personnel Policies and Procedures Manual
(add a dental benefit?)
6. Items not reasonably anticipated by chair 48 hours in advance of meeting
7. Upcoming Meetings and agenda items
8. Executive session, if needed
9. Adjourn meeting