

Approval 1/31/13
Vote: Unanimous

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, January 17, 2013

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 6:45 PM.

Dave announced he was recording the meeting.

1. Approval of Minutes: Dave presented the open meeting minutes of December 20, 2012, for acceptance. Beverly proposed amendments. Priscilla moved to accept the minutes with Beverly's amendments. Ricki seconded. The motion passed unanimously.
2. Personnel Performance Evaluation Form: The Board then proceeded to discuss the status of the changes to the proposed Personnel Evaluation form. All agreed some further changes were required. Ricki will make the changes, email copies to Board members, and this matter placed on the next meeting's agenda.
3. Old Documentation Review: The Board next focused its attention to the report of each member regarding her individual review of documentation found in Personnel Board folders from prior boards. Earlier minutes found in these folders were placed in the official minutes book. The Board agreed to discard old, outdated versions of policies, etc.
4. Policy and Procedures Manual: Dave provided each member with a printed copy of the modified Manual. Members agreed to review it before the Board's next meeting.
5. Annual Town Report: The Town Clerk emailed all boards and committees that submissions for inclusion in the Annual Town Report are due no later than January 31, 2013. Dave agreed to bring a draft to the next meeting for discussion.
6. Future Meetings: The Board agreed it would next meet on Thursday, January 24, 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: 30 PM.

Submitted by,
Dave DeHerdt

Document List:

1. Proposed Employee Performance Evaluation Form