## MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, January 31, 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 6:36 PM.

Dave announced he was recording the meeting.

## 1. Approval of Minutes:

- a. Dave presented the minutes of January 17, 2013 for acceptance. Ricki moved the minutes be accepted as written. Beverly seconded. The Board voted unanimously to accept the minutes as written.
- b. Dave presented the minutes of January 24, 2013 for acceptance. Priscilla moved the minutes be accepted as written. Beverly seconded. The Board voted nanimously to accept the minutes as written.
- 2. <u>Annual Town Report</u>: Dave presented his proposed submission of the Board's calendar year report for inclusion in the Annual Town Report. He reported both Priscilla's and Beverly's suggested changes were incorporated. Beverly moved to deliver the proposed submission to the Town Clerk for inclusion in the Annual Town Report. The motion was seconded by Ricki and unanimously approved.
- 3. <u>Budget Request</u>: Dave thought that the Board's discussion and vote on a proposed budget submission needed to be redone because the item was not listed on the last meeting agenda. He reported that the item was listed on this meeting's agenda. The Board briefly discussed formally submitting a budget request to the Select Board. The Board voted to submit a request for \$250.00 to pay for the anticipated printing costs of the Revised Policy and Procedures Manual. Paullette moved the Board submit its budget request for \$250.00 for FY 2014 to the Select Board. Beverly seconded. The motion was unanimously approved.
- 4. <u>Final Review of proposed Employee Performance Evaluation form</u>: The Board confirmed the changes agreed to at the last meeting were now incorporated into the proposed Employee Performance Evaluation form. Dave reported that these changes were made. Paullette suggested that a place should be included on the form for acknowledgment by the Town of receiving an employee's response to / disagreement with an evaluation. Dave suggested once the form is approved, it should be posted on the Town website as a fill-in

form. Ricki thought a coversheet should be included setting forth the performance evaluation procedure. The Board agreed that once that change is made the form would be ready for submission to the Select Board for final approval.

5. Policy and Procedures Manual: Dave presented copies of all versions of the manual he had on his computer. The Board discussed whether the most current version was among them. The Board explored ways to identify which version had captured most if not all the previously agreed to changes. Dave suggested combining his latest version with Priscilla's version utilizing the compare feature in Microsoft Word. He could then print a single document showing the differences between his and Priscilla's version. Dave will email the "combined" document to each member. This matter will be placed on the next meeting's agenda.

Dave reported he received the Treasurer's responses to his earlier emailed questions regarding whether employee benefits sections of the current Employee Policy & Procedures Manual still accurately described Town employee benefits. He did not think the responses directly addressed his questions. He will try to clarify with the Treasurer what information the Board is requesting.

6. <u>Future Meetings</u>: The Board agreed it would next meet on Thursday, February 7, 2013 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: 00 PM.

Submitted by, Dave DeHerdt, Chair

## Document List:

- Minutes 1/17/2003
- Minutes 1/24/2003
- Annual Town Report Submission
- Budget Request
- Proposed Employee Performance Evaluation Form