

Accepted: 4 / 11 / 2013

Voted: 3 - 0 - 1

## MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, March 28, 2013

Members Present: Ricki Carroll (Finance Committee Liaison); Priscilla Phelps; Dave DeHerdt, Chair

Members Absent: Paullette Leukhardt (Select Board Liaison); Beverly Chow

A quorum being present, Dave called the meeting to order at approximately 6:42 PM.

Dave announced that he was recording the meeting.

1. Approval of Minutes: Dave presented the open meeting minutes of March 21, 2013 for acceptance. Ricki confirmed that she was to contact the Town's payroll company and ask them about the sick leave accrual limit ability of their software. Ricki moved to accept the minutes as written. Priscilla seconded. The motion passed, unanimously. Brief discussion followed regarding whether a member who was not present at a meeting could vote to approve the minutes of that meeting. The Board agreed that although technically one could, it was best practice to abstain since voting to approve minutes means the voting member agrees the minutes reflect what actually took place at the meeting. Consequently, if a member was not present at the meeting, he/she has no way of knowing whether the minutes accurately reflect the discussion that occurred at the meeting.
2. G.L. c. 41 § 1082: Dave said this section of the general laws is cited in the Town's By-laws whereby the Personnel Board is created and given a limited scope of powers. The By-law references this section as granting additional powers to the Board. Dave agreed to pull this section of the general laws and place it on the next meeting's agenda for discussion.
3. Job Descriptions: Dave noted that the Town By-laws <sup>do not</sup> ~~do~~ authorize the Board to create job descriptions. However, the Board is given the responsibility of maintaining job descriptions. Dave informed the Board that earlier this week he received a call from the Executive Administrator asking for certain job descriptions because no one could locate the most current version of the Town Clerk and Executive Administrator positions. Dave thought a binder should be created containing the most current version of all Town job descriptions so anyone wanting to review a job description would know where to find it. Dave agreed to assemble the most recent description of all Town positions he could find into one notebook. Once it is agreed that all up-to-date descriptions have been assembled, Dave suggested the binder be sent to the Select Board for its approval.

4. Librarian Contract: Dave informed the Board that someone had dropped a copy of what is believed to be the current Librarian contract in the PB filing drawer. Dave said he would place this item on the next meeting's agenda for discussion.
5. Open Meeting Law Requirements: Dave handed out Attorney General Guidelines for compliance with the current OML. He also distributed checklists provided by the AG for Executive Sessions and Agenda Postings. The Board agreed that these materials should be placed in a file folder labeled "OML" and placed in the PB file drawer for future reference when needed.
6. MIIA Risk Assessment Training: Dave told the Board Paullette had provided him with materials she received at a MIIA training regarding risk assessment. The Board briefly reviewed the materials and agreed to place these materials in a folder and place the folder in the PB file drawer for future reference.
7. Personnel Policies and Procedures Manual: The Board then proceeded to discuss the status of the changes to the Personnel Policies and Procedure Manual. Dave discussed the changes provided to him by Paullette which reflected changes agreed to at the last two (2) meetings which he had not attended. Dave said he was confused and thought that prior to making any additional modifications he wanted to have Paullette explain some of her notations relating to changes proposed at the 03/07/13 meeting. This matter will be placed on the next agenda. The Board then reviewed the prior changes agreed to during the 02/28/13 meeting. It was agreed that the proposed addition of a section on short and long term disability should be removed and presented to the Select Board for consideration at some date.
8. Future Meetings: The Board outlined the agenda for its next meeting. The Board agreed it would next meet on Thursday, April 4, 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 8:37 PM.

**Document List:**

1. Copy of Select Board Minutes for March 28, 2013;
2. AG Guidelines and Checklists;
3. Librarian Contract;
4. MIIA risk assessment training materials; and
4. Referenced sections of the Personnel Policies and Procedures Manual.

Submitted by,

Dave DeHerd