

Accepted: 4/18/2013

Voted: 3 - 0 - 0

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, April 11, 2013

Members Present: Ricki Carroll (FinComm Liaison), Priscilla Phelps, Beverly Chow, Dave DeHerdt (Chair).

Absent: Paullette Leukhardt (Select Board Liaison).

Dave called the meeting to order at approximately 6:38 PM.

Dave announced he was recording the meeting.

1. Approval of Minutes:

- a. Dave presented the open meeting minutes of March 28, 2013 for acceptance. Amendments to the minutes were proposed. Priscilla moved to accept the minutes as amended. Ricki seconded. The motion passed, three (3) in favor, 0 against, with Beverly abstaining.
- b. Dave presented the open meeting minutes of April 4, 2013 for acceptance. Amendments to the minutes were proposed. Ricki moved to accept the minutes as amended. Beverly seconded. The motion passed unanimously.

Ricki requested the Chair to discuss an agenda topic out of order because she had to leave soon to attend the joint Select Board and FinComm meeting in the main hall. Dave agreed.

2. Librarian Contract: Ricki reported she was unable to contact Town Treasurer regarding the additional information needed for the Board to continue its discussion about sick leave accrual. Dave said he would place the item back on the agenda for the next meeting.
3. Town Job Descriptions: Ricki presented the notebook containing job descriptions of all Town positions. She had created a table of contents and had reorganized the job descriptions accordingly. Priscilla moved we accept the binder containing the job descriptions and table of contents as the Board's official source for all future issues relating to job descriptions. Beverly seconded the motion. The motion passed unanimously. Ricki asked if we should now send the notebook to the Select Board for approval. Dave thought the Board should first contact the various Town departments for copies of the job descriptions they have in order to insure the notebook contains only the most up-to-date descriptions.

Ricki left the meeting at approximately 7:00 p.m.

4. Personnel Policies and Procedure Manual: The Board then proceeded to discuss the status of the changes to the Personnel Policies and Procedure Manual (PPP).
 - a. Dave handed out copies of the changes made to the PPP up to and including April 4, 2013. He asked if, during the upcoming week, the members would read over the changes made so far.
 - b. Dave distributed copies of a table of contents reflecting the organizational flow of the PPP. Dave said he would put this on next meeting's agenda because he did not want to get tofar ahead without all members present.
 - c. The Board discussed pages 23-26 of the proposed changes to the PPP. Dave will incorporate the suggested changes along with incorporating what are presently entitled appendixes into the main outline of the PPP body. The Board will review the proposed changes at its next meeting.
5. Future Meetings: The Board outlined the agenda for its next meeting. The Board agreed it would next meet on Thursday, April 18, 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 8:30 p.m.

Attached Documents:

1. Copy of Select Board Minutes for March 28, 2013.
2. Copy of Select Board Minutes for April 4, 2013.
2. Binder containing job descriptions and table of contents.
3. Pages 23-26 of the proposed changes to the PPP Manual.

Submitted by,

Dave DeHerdt