

Accepted: 5/9/2013

Voted: 3-0-1

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, April 25, 2013

Members Present: Ricki Carroll (finance committee liaison); Poullette Leukhardt (select board liaison); Beverly Chow; Priscilla Phelps, Absent: Dave DeHerdt, Chair.

Poullette called the meeting to order at approximately 6:42 PM.

Poullette announced the meeting was being recorded.

1. Approval of Minutes: Poullette presented the open meeting minutes of April 18th for acceptance. Priscilla moved and Beverly seconded the minutes as amended. The motion passed unanimously.
2. Beverly went over her list of boards and committees to get help with whom to send letters in regards to job descriptions. (see attached) Beverly was asked to speak to the Select Board asking them if they would like us to compile all job descriptions in Town.
3. Ricki will send a copy of the Employee Evaluation Form to Marcine Eisenberg and let her know it has not yet been approved by the SB.
4. We need to check on the Grievance Policy with Dave when he returns.
5. Personnel Policies and Procedure Manual: It was decided we would delay discussion on PPP until the next meeting. There was confusion on where we were. We will review it and get organized at the next meeting. Priscilla placed the sections modified by the Board at its last meeting in the PPP folder located in the Board's file cabinet drawer. Dave distributed (by email) copies of the PPP manual (in progress) including the changes/modifications proposed by the Board at its April 26th meeting.
4. Future Meetings: The Board agreed it would next meet on Thursday, May 2nd at 6:30 p.m.
5. There being no other business before the board, a motion was made and seconded to adjourn the meeting. The motion passed unanimously.

Poullette adjourned the meeting at approximately 8:48 PM.

Submitted by,

Ricki Carroll