

Voted 11/17/13
Unanimous } approval

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, December 20, 2012

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 6:38 PM.

Dave announced that he was recording the meeting.

1. Approval of Minutes: Dave presented the open meeting minutes of December 05, 2012, for acceptance. Paullette moved ~~that~~ the minutes be accepted with amendments. Priscilla seconded. The motion passed, four (4) in favor, 0 against, with Dave abstaining.
2. Personnel Policies and Procedure Manual: The Board then proceeded to discuss the status of the changes to the Personnel Policies and Procedure Manual. Dave reported ~~that~~ he located certain updates of policies along with SB minutes indicating votes on policies he knew had been changed by the Select Board back in 2008 and 2010 but did not appear in the present manual. He was concerned ~~that~~ there may have been other changes voted by the SB that did not appear in the manual. It was also mentioned that it appears the most up-to-date. He suggested all prior personnel board materials and all SB minutes be reviewed for votes of such changes. Ricki retrieved folders containing materials from prior personnel boards and distributed them to the present members. Each member will review the documentation and report back if any missing policy changes are found. The members discussed methods of searching all SB minutes in the Blue book for policy votes. Dave suggested scanning the blue book minutes into PDF format and then running vote searches. Paullette will check with Police Chief if he has a copy of most current town vehicle use policy.

Dave also mentioned ~~that~~ he thought there existed a set of "SB rules" at one point in time. All agreed that such rules should be found to determine if they affect the Policy and Procedures Manual. The Board also agreed ~~that~~ the Town Bylaws should be formatted ~~to~~ so ~~that~~ changes/amendments can be easily referenced and located.

Ricki mentioned ~~that~~ her changes to the proposed employee evaluation form need to be addressed by the Board. No copies were available and this matter will be placed on the agenda for the next meeting (Ricki agreed to resend a copy to each member). Ricki also informed the Board ~~that~~ she beta tested the proposed form by using it to evaluate her own employees. She indicated ~~that~~ evaluators and ~~the~~ employees reported the form and process were very helpful and not intimidating.

3. Future Meetings: The Board agreed it would next meet ~~on~~ Thursday, January 17, 2013 at 6:30 p.m.
4. Annual Town Report: Dave informed the Board ~~that~~ the Town Clerk had emailed all boards and committees that submissions for inclusion in the Annual Town Report are due no later than January 31, 2013.

There being no other business before the board, ^{the} motion was made and seconded to adjourn the meeting. The vote in favor was unanimous.

Dave adjourned the meeting at approximately 8: 25 PM.

Attached Documents:

1. Copy of Select Board Minutes for Jan. 20, 2010.
2. Executive Session Notice Policy voted by Select Board, Jan. 20, 2010
3. Select Board Minutes of May 19, 2008 containing vote for new motor vehicle policy.

Submitted by,

Dave DeHerd