

Approval 7/5/12  
3 year 0 <sup>may</sup> 1 abstain

## MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

MAY 24, 2012

Members Present: Ricki Carroll (finance committee liaison); ~~Paulette~~ <sup>Paulette</sup> Leukhardt (select board liaison); Dave DeHerdt, Chair

Persons in Attendance: Beverly Chow

The meeting was called to order at approximately 6:35 PM.

1. The minutes of March 27, 2012, were reviewed. Motion was made and seconded for acceptance. The vote was unanimously in favor of accepting the minutes as written.
2. The board reviewed a final version of the job application form that Dave had converted to a fill-in form to be posted online. Motion was made and seconded that Dave submit the new employment application form to the website committee for posting on the town website. The vote was unanimously in favor.
3. The board next turned its attention to the Executive Administrator job posting. After reviewing the posting and job description, motion was made and seconded that the Executive Administrator position be submitted for publication on the town website, in the Greenfield Recorder, and the Hampshire Gazette beginning June 1, 2012 with a deadline for submitting applications of June 30, 2012. The vote was unanimously in favor (Dave will submit the posting to the papers and website).
4. Thereafter, a brief discussion took place regarding the personnel board's role in the hiring process. It was agreed by the members of the board ~~and~~ <sup>that</sup> our role was to screen all applications received, conduct preliminary interviews of applicants, and submit 1-3 finalists to the select board for final interviews.
5. The Chair then recognized Beverly Chow who had come to the meeting in order to gather information about the work the personnel board was doing, its meeting schedules and how she could contribute if she was nominated to join the board. Members of the board described the matters on which the board was working, upcoming projects, the board's general meeting schedule, and each member's workload. Beverly then informed the board that she would be willing to serve as a member if appointed by the select board. Motion was made and seconded that the Chair submit the name of Beverly Chow for appointment to the personnel board by the select board at its upcoming meeting. The vote was unanimously in favor.

6. Next the board focused on the new personnel policies it has been developing. It was agreed that in order to speed up the process and utilize the board's meeting times to review and approve new and revised policy sections, Dave would e-mail each member certain sections to review and propose changes for deliberation during open meetings.
7. As its final piece of business for the evening, the board briefly discussed the need for new personnel evaluation forms that could be used to determine pay raises and advancement for town employees. It was agreed that members would look for sample evaluation forms used by other companies in both the private and public sector.

There being no other business before the board, motion was made and seconded that the meeting be adjourned. The vote was unanimously in favor.

The meeting was adjourned at approximately 8:10 PM.

Submitted by,

Dave DeHerd