

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, July 19, 2012

Members Present: Ricki Carroll (finance committee liaison); Paullette Leukhardt (select board liaison); Beverly Chow, Dave DeHerdt, Chair

The meeting was called to order at approximately 6:38 PM.

It was announced that the meeting was being recorded.

1. Approval of Minutes.

- a. The open meeting minutes of July 5, 2012, were presented for acceptance. Motion was made and seconded for acceptance. The vote was unanimously in favor of accepting the minutes as written.
- b. The open meeting minutes of July 12, 2012, were presented for acceptance. Motion was made and seconded for acceptance. The vote was unanimously in favor of accepting the minutes as written.
- c. The executive session minutes of July 12, 2012, were presented for acceptance. Motion was made and seconded for acceptance. The vote was unanimously in favor of accepting the executive session minutes as written.

2. Recommendation of Job Applications to SB for final Interviews: Dave reported that he had spoken with town counsel regarding whether this board could meet in executive session with the select board to discuss the reasoning for recommending certain applicants for the Executive Administrator position. Town counsel advised that the OML required that since the screening interviews were completed all further discussions regarding the applicants needed to be in open session. This board therefore agreed that our recommendations would be made to the select board at their next open meeting with all three members of the select board present.

The board then agreed that those applicants no longer under consideration should be sent a letter informing them of such. Ricki will draft the letters and email to Dave for final edits and mailing.

3. Employee Hours: Paullette raised the concern of employees not accurately reporting their hours worked. It was agreed that we would design a new timesheet with language acknowledging that signing employee was reporting accurately and that not doing so

could result in disciplinary action. It was agreed that accurate reporting was necessary in order to insure that all departments are funded fairly labor, overtime, etc.

4. Personnel Policies and Procedure Manual: The board then proceeded to divide the sections of the policy manual so each member could make initial recommendations for changing or maintaining particular sections.

There followed a brief discussion regarding the need to develop a new performance evaluation form. Each member will look for a model form and bring it to the board for consideration.

5. Future Meetings: It was agreed that the board would next meet on the following dates: 7/26; 8/2; 8/9; 8/16; 8/23 and 8/30.

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 8:15 PM.

Submitted by,

Dave DeHerd