

## MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, July 26, 2012

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

The meeting was called to order at approximately 6:45 PM.

It was announced that the meeting was being recorded.

1. Approval of Minutes: Dave reported that the meeting minutes of July 19, 2012, were not yet finished.
2. Redaction of Applicant Records: The board redacted the job applications of the two candidates for the Executive Administrator position as requested by the select board. It was agreed that upon completion of redaction, the applications could be made available to the public upon request.
3. Discussion of Select Board Requests: The board discussed the request from the select board that we modify the current employee time sheets as we thought necessary in order to more accurately track employee hours. This board designed a new time sheet and emailed it to the select board.
4. Personnel Policies and Procedure Manual: The board then proceeded to review the assigned sections of the personnel policies assigned to Ricki for initial review and modification. After the initial review, it was agreed that these sections would receive a final review before their inclusion in the new manual.

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 8:55 PM.

Submitted by,

Dave DeHerdt