

Approved 3-0-1 abstent
PP

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

Thursday, August 9, 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 6:45 PM.

1. Approval of Minutes.

- a. The open meeting minutes of July 19, 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 26, 2012, were presented for acceptance. Motion was made and seconded for acceptance. The vote was unanimously in favor of accepting the minutes as written.

2. New Employee Timesheet: The board reviewed the new timesheet it had created. Paullette suggested that an additional column label "other" be added to allow employees to identify hours taken for such things as bereavement, etc. The members agreed that adding such a column was appropriate. Ricki made the modification and the modified form was re-sent to the SB for its review and approval.

3. New Employee Performance Review Form: Dave provided each member with a copy of a proposed employee performance review form. The matter will be fully deliberated at the board's next meeting.

4. Personnel Policies and Procedure Manual: Beverly present^{ed} to the board her proposed modifications for sections of the personnel policies and procedure manual she had been assigned.

5. Future Meetings: The board's next meeting will be on August 16th. Beverly advised the board that she would be unable to attend meetings during the period Sept. 8 - 16, 2012.

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 9:00 PM.

Submitted by Dave DeHerdt