

MEETING MINUTES OF ASHFIELD PERSONNEL BOARD
September 20, 2011

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

The meeting was called to order at 6:15 PM.

1. Motion to accept the Minutes of September 13, 2011 as written was made and seconded. Motion passed unanimously.

2. **Old Business**

- Job Applicant Resumes: Members of the Board reviewed the materials submitted by four applicants for the Assistant Municipal Clerk position. Discussion occurred between the members regarding strengths and weaknesses of each individual application as related to the specific skills and qualifications set forth in the job description.
- Interview Process: Discussion took place regarding what, if any, practical skills test should be given to all applicants. Board considered whether a task could be given that would test more than one skill. For example, asking each applicant to prepare a written response to a citizen complaint utilizing a town hall computer. The Board also reviewed the Handbook for Massachusetts Municipal Personnel Boards as they considered what series of interview questions to use for all applicants (Ricki had earlier reported that this was the most up to date handbook available).
- Scheduling of Interviews: The Board unanimously agreed that all four applicants would be given an initial screening interview. It was also agreed that the interviews would be scheduled on the same day and significantly staggered to avoid applicants having to wait around for a prior interview to end. Because these would be “initial screening” interviews, they would be conducted in executive session pursuant to the open meeting law. It was agreed that each member would check their individual schedules so that at the Boards’ next scheduled meeting a specific date and specific times for the interviews could be decided.

3. **New Business:**

- Old Personnel Board Materials: Ricki reported that she had located several more folders and binders of historic personnel board material. Dave suggested that

instead of trying to go through all the historic material at one time, the Board tackle a few folders at each future meeting.

Next meeting scheduled for Tuesday, September 27, 2011 at 6:30 p.m.

There being no further business before the Board, the meeting was adjourned at 7:00 p.m.

Submitted by R. Dave DeHerdt