

## MEETING MINUTES OF ASHFIELD PERSONNEL BOARD

June 27, 2011

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

Members Absent: Kit Nylan

The meeting was called to order at approximately 6:30 PM.

1. REORGANIZATION: after a brief discussion three members present agreed to postpone the reorganization of the board until its next meeting on July 23, 2011.
2. NEW BUSINESS:
  - a. Personnel Policy – The board members voiced concern that the town's present personnel policy may be outdated or incomplete. The members agreed that they should review the existing policy and compare it to the policies of other towns of similar size and administrative configuration. It was suggested the policies of Buckland, Conway, and Northampton be reviewed and compared to Ashfield's policy. Paulette suggested that a review of Amherst College's personnel policy also be reviewed.
  - b. Job Descriptions- The board agreed that one of its first priorities should be to review, and if needed, revise the job descriptions for the executive administrator and assistant town clerk positions. The individuals presently serving in these capacities were appointed on an interim basis. Therefore, once the job descriptions have been reviewed and/or revised, and after approval by the Select Board, these positions will need to be reposted for permanent hires.
  - c. Personnel Evaluations – The board briefly discussed the need for developing a new system form so that county personnel can be properly evaluated regarding their performance on a periodic basis.
  - d. Scope of Personnel Board Authority – Dave suggested that a better understanding is needed regarding the scope of authority of this board and its relationship and obligations/duties to other town boards.

There being no other business before the board the meeting was adjourned at approximately 7:30 PM.

Next scheduled meeting will be on July 13, 2011 at 6:30 PM.

Respectfully submitted,

Dave DeHerd