

PERSONNEL BOARD
Meeting Minutes
May 5, 2015

Board Members Present: Anne Canfield, Chair, Sheila Bauer, Pat Flanagan, Hugh Fortmiller

Also present: Susan Bak, BoS Liaison

The meeting was called to order at 7:05 am in the Hilberg/Morse room at Town Hall. The purpose of the meeting was to finalize recommendations for personnel articles to be presented at the ATM and to finalize outreach meeting responses.

1. A motion was made by Hugh and seconded by Anne to approve the minutes of the April 16, 2015 meeting. The motion was voted and passed unanimously.
2. We agreed that if opinions were voiced at ATM concerning perceived outdated job descriptions, we would respond that we have a process for addressing that issue. The process begins with the Department Head who is responsible for updating the job description and bringing it to the Personnel Board for review and discussion. Any Personnel Board recommendations would be sent to the BoS. Other issues may come up at ATM that we have addressed in our outreach response draft.
3. We reviewed the draft of our outreach meeting responses.

Action Item: All will send any additional suggested edits to Anne asap. Anne will send the final draft to all for review. Anne will remind Becky to contact DPW personnel that articles pertaining to their outreach concerns will be addressed at ATM.

Our next meeting is scheduled for Tuesday, May 19, 2015 at 7:00 am.
The meeting adjourned at 8:03 am.

Submitted by Pat Flanagan