

PERSONNEL BOARD
Meeting Minutes
September 23, 2015

Board Members Present: Anne Canfield, Chair, Pat Flanagan, Hugh Fortmiller, Becky Neville

Also present: Susan Bak, BoS Liaison, Selina Shaw, Town Administrator

The meeting was called to order at 6:45 am in the Town Administrator's office. The purpose of the meeting was to discuss results of our PAQ interviews with the Department Assistants and to plan and develop our responses.

1. A motion was made by Hugh and seconded by Becky to approve the minutes of the August 28, 2015 meeting. The motion was voted and passed unanimously.
2. Anne and Pat provided a draft outlining their interview process and preliminary findings. Becky and Hugh discussed their meetings and agreed to meet again to incorporate their findings into the proposed draft. Susan suggested that in our final document we include examples of how questions were posed and information gathered. For instance, where an individual stated that she "manages," "administers," "prepares," "reports," etc., we asked her to elaborate and take us through the task step by step so that we could better understand the complexity of the task.

Action Item: Anne will email a copy of the draft to Becky and Hugh to enhance/revise. We will finalize the document at our next meeting on Oct. 7.

Action Item: Becky will email the Department Assistants to thank them for their participation in this process and to inform them that we will send our findings to them and to the BoS the week of Oct. 12, in preparation for our presentation to the Board on Oct. 19.

3. Susan asked that future meetings include discussion and revision of performance appraisal ratings and the employee handbook.

Action Item: Selina will send all a copy of the handbook.

The next meeting is scheduled for Wednesday, October 7, 2015 at 7:00 am.

The meeting adjourned at 8:20 am.

Submitted by Pat Flanagan