

**Town of Shutesbury
Personnel Board Minutes
January 19, 2012**

Meeting Opened: 7:20 PM

Present: April Stein, Ralph Armstrong, Becky Torres, Kathy Carey & George Arvanitis

Recurring Business

- Review and approve minutes from December 15, 2011 meeting as amended

Personnel Tasks

- None

Old Business

- Becky will email police union contract to Personnel Board members for discussion at the next meeting. Expect to have first meeting of the police union contract negotiating group in early March.
- Kathy will create the Employee Handbook in a MS Word document.
- Becky met with the Treasurer regarding the orientation section of the employee handbook. The Treasurer asked that the Treasurer's duties be noted only as the Treasurer's Packet. The packet will be maintained by the Treasurer who can update it as things change. She will give it to new hires to complete. Personnel Board agreed to replace the Treasurer's items with the reference to the packet. All other check list items will remain on the check list.
- Discussed steps for the employee evaluation process. George will prepare draft instructions and send to Becky for trial.

New Business

- Discuss maintenance and distribution of employee personnel board tasks at the February meeting
- Becky distributed the updated handbook for review at the February meeting
- Develop specifications for a personnel data base to track employee records and produce and reports for the March meeting

Next Meeting: February 16, 2012
March 22, 2012

Adjourned: 8:35