

**Town of Shutesbury
Personnel Board Minutes
July 27, 2017**

Meeting Opened: 7:18 PM

Present: April Stein, Becky Torres, Anna Aaron, Ralph Armstrong and George Arvanitis (recording), Melissa Makepeace-O'Neil, Visitors: Tim Logan

1. Approved the minutes from the meeting of June 29, 2017
2. Approved the minutes from the meeting of July 24, 2017
3. Personnel Actions: None
4. New performance review policy
 - a. Discussed value of goal setting
 - b. Discussed the performance review process:
 - i. Agreed to a goal oriented process
 - ii. Provide regular communications throughout the year
 - iii. Provide opportunity to address behaviors related to current event
 - iv. Discussed need for goals based review process
 - v. Discussed starting with the goals\performance review recently abandoned and align with principles
 - vi. Discussed the merits of distinguishing long term and short goals
 - vii. Shorting the form to make less intimidating
5. Agreed to review documents used for previous goal based process
6. Elected April Stein to Chair the board

Next Meetings:

- August 17, 2017
- September 21, 2017
- October 19, 2017
- November 16, 2017

Adjourned: 8:56 PM