

## **PERSONNEL BOARD, TOWN OF STERLING**

### **PROPOSED MEETING AGENDA**

DECEMBER 27, 2011, 6PM

ROOM 205, BUTTERICK BUILDING

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#### Roll Call

1. To appoint officers for the Personnel Board and to take appropriate action in matters relating to the delegation of authority to officers and others
2. Preliminaries
  - a. To review and take appropriate action relative to minutes of past meetings of the Personnel Board
  - b. To discuss and take appropriate action in a matter relating to the process for appointing members to fill the two available seats on the Personnel Board
  - c. To discuss and take appropriate action in a matter relating to disclosure of documents into the record, in the interest of the spirit of the Open Meeting Law
3. To discuss and to take appropriate action in matters relating to complaint(s) alleging violation of the Open Meeting Law by the Personnel Board
4. Personnel Board Administration
  - a. To brief new Board members, and take appropriate action on issues and items pending
  - b. To discuss and establish schedule and agenda of future meetings
  - c. To discuss and take appropriate action in matters relating to the Bullying and Harassment policies
5. Personnel Board Actions/Policies
  - a. To discuss and take appropriate action on the Asst. Town Clerk position
  - b. To discuss and take appropriate action on DPW Job Descriptions
  - c. To discuss and take appropriate action on the Time & Attendance Policy
  - d. To discuss and take appropriate action on an Employment Application
  - e. Update on Health Insurance Law Changes, IAC, PEC, and Health Benefits Consultant
  - f. Update on CBA Negotiations/Status
  - g. HR Administrator's update and Communications received
6. Public session
7. Adjourn.