

PERSONNEL BOARD, TOWN OF STERLING

MEETING MINUTES

July 1, 2013, BUTTERICK MUNICIPAL BUILDING

The meeting was called to order at 6:30 p.m. by Chairman Jed Lindholm.

1. ADMINISTRATION

- a. **Roll Call:** Present were Board members Jed Lindholm, Weymouth Whitney and Bruce Baker; HR Administrator Don Jacobs; and Selectman Brian Patacchiola.
- b. **Minutes:** Minutes of the June 3 meeting were approved as printed on a motion by Weymouth Whitney seconded by Jed Lindholm.

2. BOARD ACTIONS/POLICIES

- a. The Board reviewed the self-evaluation prepared by HR Administrator Don Jacobs, noting the significant amount and quality of work accomplished in a short period of time, the benefit that his professional knowledge and experience has brought to the Town and his high degree of motivation and initiative in approaching the work of HR Administrator. The Board also discussed the importance of having all employees job descriptions in hand by July 31 and progress in developing a draft Employee Handbook. On a motion by Weymouth Whitney seconded by Bruce Baker the Board voted unanimously to authorize Chairman Jed Lindholm to send a letter to the Board of Selectmen stating Board's support and approval of the excellent work he has been doing and the importance of his skills in strengthening the Town's human relations program.
- b. The Board reviewed its goals for FY 2014 first presented at the June 3 meeting. Chairman Lindholm would like to add evaluation of workforce measures, customer/citizen satisfaction process and feedback, workforce communication, compensation study and elements of a municipal merit system.

3. HR ADMINISTRATOR'S REPORT

- a. The Personnel Bylaw requires that employee personnel files be consolidated in one location under the control of the HR Administrator, probably in the office of the Treasurer/Collector. This is to ensure that the files are secure and confidential. This has not happened and the Town Administrator will be asked to stress to Department Heads that the requirement must be complied with as soon as possible. This does not prevent departments from maintaining copies but original documents must be in the centralized, master file. Nothing should be in a department's file that is not in the official file.
- b. The Board reviewed a draft job description of the HR Administrator and approved it with minor modifications.

4. BOARD MEETING SCHEDULE AND AGENDGA ITEMS: The next meeting is August 19 at 7:00 PM. Future agenda items are contained in section 2.b.

5. ADJOURNMENT: The meeting adjourned at 8:05 PM.

Respectfully submitted,

Bruce S. Baker,
Clerk