

**TOWN OF DUXBURY, MASSACHUSETTS
PERSONNEL BOARD MINUTES**

TOWN CLERK

May 3, 2015 9 PM 1:35

Old Town Hall
7:30 PM

Present:

Wayne Heward, Chairperson Anita Stiles
Karen Butcher Jeannie Horne, Ex Officio
Liz Hartford
Steve Shay

Absent:

Marianne Gonsalves, Ex Officio

DUXBURY, MASS.

The meeting was called to order at 7:37 pm.

Chair Wayne Heward motioned to open meeting. Steve Shay seconded the motion. All in favor 5:0.

The Board reviewed 04.06.15 meeting minutes. Anita Stiles motioned to accept the 04.06.15 minutes. Steve Shay seconded the motion. All in favor 5:0.

The Board reviewed the draft Workplace Violence Prevention Policy, and there were no changes recommended.

Jeannie Horne indicated that there was no further update on the Collins Study, but that the study is anticipated to begin after July 1, 2015 with the hope that it is completed within a few months so the results are available in advance of the March 2016 Town Meeting.

A discussion on Chairman Wayne Heward's departure from the Personnel Board took place as well. Wayne reminded the Board that his last meeting would be June 2015. It was suggested that we ask the Town Clerk's office to sort the Annual Street Listing by occupation to identify Human Resources professionals. In addition, several members had suggestions for Personnel Board appointments, and agreed to reach out to those individuals to gauge interest and discuss further at the next meeting.

In new business, Jeannie raised the topic of the Personnel Plan performance evaluation process and forms currently in use, and solicited comments from the Board. The Board suggested that each year we have employees, as part of the process, for a list of persons for their supervisor to contact to obtain meaningful and developmental comments with regard to the performance of that employee during the review period. The Board indicated that employee self-assessments should continue, but suggested that the supervisor set the goal(s), we remove the accomplishments section, and make the process more interactive between the employee and supervisor. The Board further suggested that supervisors confer with Board/Committee/Chairpersons for their specific input about employees on a voluntary basis, rather than having the Board/Committee complete their own written annual evaluation of the employee. Further, the Board agreed that they wished to discontinue their written annual review of the Human Resources Director because the responsibilities of the Director span well beyond work with the Board. Karen Butcher motioned to accept the Board's proposals, and Anita Stiles seconded. The motion passed 4:1

Staffing update: provided by Jeannie Horne

Documents reviewed:

1. Meeting Minutes – 04.06.15
2. Draft Workplace Violence Prevention Policy

Wayne Heward made a motion to adjourn the meeting. Anita Stiles seconded the motion.
Meeting adjourned 8:45 PM

Next meeting is scheduled for 06.08.15

Jeannie Horne, Human Resources Director

Submitted: 6/8/15

Approved: 6/8/15