

PERSONNEL BOARD MINUTES

MEETING SEPTEMBER 9, 2014

4:00 PM 1<sup>ST</sup> FLOOR MEETING ROOM, TOWN HALL

Board Members Present: Bud Robertson, Chair

Mary Jennings, Vice-Chair

Dolores Alberghini, Member

Also Present: Melisa Doig, HR Director

1. Meeting called to order 4:01 PM

2. Discussion on exit interviews:

A: HR Director updated the board on best practices and handed out the current questions that are being used. The board recommends that the HR Director updates the exit questions and adds a rating system. The goal is to make the information from the exit interviews more useful for the town to make changes or apply new information that may be useful. HR Director expressed that the process is being addressed and agreed that updating "Best Practice Exit Interview Questions" was needed.

B: The board recommends that the HR Director should handle all exit interviews. The results will be reviewed by HR in consultation with the appropriate administrators for purposes of identifying patterns or problems and developing strategies for the retention of employees. The board recommends that one member on the board will be assigned to handle the exit interview for the HR Director. HR Director expressed that other Towns have the Town Manager and/or HR Director handle these interviews and that this is a common practice.

3. Discussion on new hire interviews:

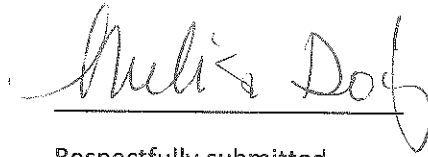
A: The board is recommending that after a search committee is formed that at the initial meeting the search committee will appoint a chair of the committee. The board is recommending that the Town Manager not be the chair.

4. The board unanimously voted to approve the minutes from June 3, 2014.

5. Ms. Alberghini made a motion to adjourn, seconded by Ms. Jennings, unanimous vote. Meeting adjourned at 5:40 PM



Bud Robertson, Chairman



Respectfully submitted,

Melisa Doig, HR Director

Date Approved: November 4, 2014