

AGENDA of the Personnel Board of the Town of Burrillville to be held Tuesday, July 13, 2010 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

MEMBERS PRESENT: Chairman James Moran, Valerie Leduc, Paul MacDonald and Charlotte Gabrielson – Alternate Member

MEMBERS ABSENT:

CALL TO ORDER:

APPROVAL OF MINUTES:

- 1) Approval of June 8, 2010 meeting minutes and dispense with reading of said minutes.

APPROVAL OF INVOICES / EXPENDITURES:

- 2) Discussion, consideration and action relative to approving the CCRI, Center for Workforce and Community Education invoice in the amount of \$250.00 for Computer Skills Assessment on May 25, 2010.

CITIZEN COMMENT:

UNFINISHED BUSINESS to be considered and acted on:

- 3) Discussion, consideration and action relative to the Assistant Director position at the library.
- 4) Discussion, consideration and action relative to the Jesse M. Smith Library Personnel Policies.
- 5) Discussion, consideration and action relative to the results of the CCRI skills testing in Microsoft Word and Excel for the Administrative Aides on the new eligibility list.
- 6) Discussion, consideration and action relative to the Driver/Laborer/Operator test review. (To be held on agenda until test updating is complete.)
- 7) Discussion, consideration and action relative to further discussion regarding charging for tests.

NEW BUSINESS:

COMMUNICATIONS:

GENERAL DISCUSSION:

ADJOURN:

The Town of Burrillville will provide accommodations needed to ensure equal participation. Please contact the Burrillville Town Clerk at least three (3) business days prior to the meeting so arrangements can be made to provide such assistance at no cost to the person requesting it. A request for this service can be made in writing or by calling (401) 568-4300 (voice) or "via RI Relay 1-800-745-5555" (TTY).