

PERSONNEL BOARD MEETINGS

October 13, 2009

Old Town Hall
6:05 p.m.

Present: Wayne Heward, Chairman;
Robert L. Molla, III
Alexander Salmela
Anita Stiles
Jeannie Horne, Ex Officio
Absent: Jean M. Riley

A meeting of the Duxbury Personnel Board was held on Monday, October 13, 2009, at 6:00 p.m.

Discussion at this meeting commenced with the process of drafting job descriptions, evaluation of performance review tools, and sources to be checked regarding policies with regard to pre-employment background investigation in the hiring process. Also discussed were possible online tools that could be used for HR, payroll and talent management.

Discussion then centered on recruiting and hiring permanent and call positions of Fire Fighter/Paramedic.

The meeting adjourned at 7:05 p.m.

Jeannie Horne
Human Resources Officer