

PERSONNEL BOARD MINUTES

March 6, 2012

Old Town Hall
7:00 p.m.

Present: Wayne Heward, Chairman
Liz Hartford
Robert L. Molla, III
Anita Stiles
Jeannie Horne, Ex Officio

The meeting began at 7:05 pm. There were no minutes to review at this time. The Board welcomed a new member, Liz Hartford.

The meeting began with a review of the Staffing Update provided by the Human Resource Officer:

- a. New Hires – Aerial Lift Operator (CBU), Library Circulation Assistant (CBU), Public Safety Dispatcher(CBU), COA Program Assistant (Personnel Plan), 2 Lifeguards (Personnel Plan)
- b. Promotions and Transfers – Public Safety Dispatch Coordinator(CBU), Executive Assistant to the Town Manager (Personnel Plan)
- c. Terminations – Executive Assistant to the Town Manager
- d. Retirements – None

In a discussion regarding the Personnel Plan By-Laws, it was pointed out that the word,"identity" on the protected classes needs to be included under the EEOC policy and needs to be added to the word gender.

There was also a discussion regarding the role of the Personnel Board at Town Meeting, the related Town Meeting Articles, and about support by the Board of those articles.

Per changes to the Open Meeting Law effective 7/1/10, "A listing of topics that the chair reasonably anticipates will be discussed at the meeting" are to be listed on the agenda.

The meeting was adjourned at 8:15 pm. The next Board meeting will be on April 10, 2012.

Jeannie Horne, Human Resources Officer