



MINUTES OF THE CITY OF NEW LONDON  
PERSONNEL BOARD MEETING  
HELD JANUARY 13, 2009

The meeting was called to order by Chairperson Willoughby at 4:35 p.m. with herself and members Gillis, and McCredie in attendance, as well as Personnel Coordinator Welch.

The minutes of the Personnel Board Meeting held December 8, 2008 were reviewed. A motion was made by Ms. Gillis, seconded by Mr. McCredie that the minutes of the Personnel Board meeting of December 8, 2008 be approved as submitted. Vote on the motion: Unanimous.

Questions from the Meeting:

Ms. Welch reviewed several areas with the Personnel Board that they had questioned during the meeting of December 8<sup>th</sup>:

With regard to limiting the number of candidates who would move through an entire examination, she will bring in a written explanation of this process, with examples so that the Board can see how the application works.

It was explained that the part-time Dispatcher position is now a union position, with union wages but no benefits.

Recommended changes will be made to job descriptions and appointment/promotion plans as noted; the Board requested a review of the definitions of "Thorough," "Considerable", "Working", etc. as their understanding is based upon a document that the Personnel Coordinator will attempt to locate. She will also bring in the definitions based upon IPMA training, for the Board to review.

Citizen Participation: No public attended the meeting.

Communications:

Benefits Technician: This new position incorporates some of the duties of the former Personnel Specialist for Benefits and Compensation and some duties of the eliminated Personnel Specialist position. It was noted that the current position of Personnel Specialist for Recruitment and Testing will also be modified in the near future, due to budgetary position eliminations.

All other position openings were reviewed.

Action Agenda:

Upon a motion by Ms. Gillis, seconded by Mr. McCredie, the Board unanimously voted to add the position of Benefits Technician to the Action Agenda for consideration.

a. Benefits Technician:

It was noted by all Board Members that the job description has a wide divergence of duties; this is due to the elimination of a significant position in the Department; how each position would be revised was generally discussed.

Upon a motion by Ms. Gillis, seconded by Mr. McCredie, the Board voted unanimously to accept the job description of Benefits Technician and the Appointment/Promotion Plan as submitted.

b. Police Chief:

As has already been done with the Fire Chief and Deputy Fire Chief positions, the job description for Police Chief has been revised and was accepted by the Board for review. The Deputy Police Chief description will be forwarded as well, for vote at the next meeting.

Resignation:

Notice has been received from Board Member Alan deVars that due to his work schedule he is no longer able to continue serving on the Personnel Board. He will be sorely missed.

The Board requested that City Manger Berliner move quickly to appoint two additional members to the Personnel Board, to ensure a quorum at all meetings.

There being no further business to come before the Board, a motion was made by Ms. Gillis, seconded by Mr. McCredie and voted unanimously to adjourn at 5:46 p.m.

Respectfully submitted,

Bernadette M. Welch  
Personnel Coordinator