



MINUTES OF THE CITY OF NEW LONDON  
PERSONNEL BOARD MEETING  
HELD October 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 September 8, 2009 were reviewed. A motion was made by Ms. Gillis, seconded by Mr. McCredie that the minutes of the Personnel Board meeting of September 8, 2009 be approved as submitted. Vote on the motion: Unanimous.

Citizen Participation: There was no public attendance at the meeting.

Communications:

As discussed last month, the Police Officer and Police Lieutenant job descriptions, along with the Deputy Chief job description will be updated in the coming month.

Action Agenda:

The Board undertook a review of Personnel Rules 1 and 2.

Rule 1 (new)

Appendix B to Rule 1 was thoroughly reviewed, with recommendations made to update the appointment jurisdiction for the City Manager, the Office of Development & Planning, Public Works and Recreation.

It was requested that Appendix C to Rule 1 be updated to reflect the documents currently used in Personnel, so that a decision might be made regarding all of the documents listed.

It was noted that the Personnel Rules require a bi-annual meeting of the Personnel Board and the Affirmative Action Committee. Accordingly, a request was made that the Personnel Coordinator invite the Affirmative Action Committee to attend the December meeting of the Personnel Board. Thereafter, it is hoped that regular twice-yearly meetings can be regularly scheduled.

Rule 2 (new)

Grammatical changes were recommended to Section 7, Reclassification. It was also requested that the Personnel Coordinator provide the Board with copies of the latest Authorized Position Table for next month's meeting.

Rules 3, 4 and 5

Proposed revisions for Rules 3, 4 and 5 will be reviewed for next month's meeting. These five rules comprise the examination portion of the Personnel Rules.

There being no further business to come before the Board, a motion was made by Mr. McCredie, seconded by Mrs. Willoughby and voted unanimously to adjourn at 5:26 p.m.

The next meeting date for the Personnel Board is Monday, November 9<sup>th</sup> at 4:30 p.m.

Respectfully submitted,

Bernadette M. Welch  
Personnel Coordinator