



MINUTES OF THE CITY OF NEW LONDON
PERSONNEL BOARD MEETING
HELD MARCH 10, 2009

The meeting was called to order by Chairperson Willoughby at 4:39 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 January 13, 2009 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.

Citizen Participation: No public attended the meeting. It was noted that the New London Day had listed an incorrect time for the meeting, although all of the legal postings had been accurate and the time was the Board's standard meeting time.

Communications:

Police Chief – Examination: The Board reviewed the posting and offered suggestions regarding the use of Police Chiefs to conduct this examination. The Board members spoke of the importance of conducting a proper oral examination.

Police Chief – Job Description: The present job description was reviewed and it was the consensus of the Board that an updated job description should be reviewed, revised and approved once the next Police Chief is selected.

The examination status of all open positions in process were reviewed.

Action Agenda:

Classification Information:

The Personnel Board was provided with the information requested at the January meeting; a four-part narrative relating to the development of the City's classification system and the establishment of criteria for both the Knowledge, Skills and Ability section and the Minimum Qualifications portion of each job description. This information was developed by Yarger & Assoc in 1971, based upon standard federal guidelines adopted by the National Civil Service League.

The Personnel Coordinator noted for the Board that, while the wording in revised job descriptions may have changed and/or been updated to include today's technology, the classification standards have remained intact, even with the latest versions of the City's positions. With the advent of unions the classification plan has developed into several

plans, organized by union, however the classification system and listings remain consistent with the originally identified objectives.

Personnel Board Members:

Due to scheduling issues for Board members, it was determined that to hold a meeting in April was not feasible. This led to a discussion regarding the addition of Board Members, so that meetings would not be endangered by the inavailability of a single member. A request was made to the City Manager to seek out new Board Members and, in an attempt to make the Board more attractive to potential members, it was decided that the monthly meetings should be held in early evening.

Upon a motion by Ms. Gillis, seconded by Mr. McCredie, the Board unanimously voted that there would be no April meeting this year.

Upon a motion by Ms. Gillis, seconded by Ms. Willoughby, the Board unanimously voted the move its monthly meetings from 4:30 p.m. to 6:00 p.m., beginning with the May, 2009 meeting.

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 5:22 p.m.

The next meeting date for the Personnel Board is Tuesday, May 12th at 6:00 p.m.

Respectfully submitted,

Bernadette M. Welch
Personnel Coordinator