



MINUTES OF THE CITY OF NEW LONDON
PERSONNEL BOARD MEETING
HELD June 21, 2010

The meeting was called to order by Chairperson Bertha Willoughby at 4:35 p.m. with herself, Ms. Gillis and Robert McCredie in attendance, as well as Personnel Coordinator Welch. Mr. Macrino was unable to attend.

The minutes of the Personnel Board Meeting held March 23, 2010 were reviewed. A motion was made by Mr. McCredie, seconded by Mrs. Willoughby that the minutes of the Personnel Board meeting of March 23, 2010 be approved as submitted. Vote on the motion: Unanimous.

Citizen Participation: No Citizens were in attendance.

Communications:

New Job Openings:

Current there are no new job openings, but current openings were discussed.

Action Agenda:

a) Discussion of Firefighter Recruitment:

Ms. Welch brought the Board up-to-date regarding the Firefighter recruitment, which will be finalized by the end of this month.

b) Acceptance of Personnel Rules 3, 4 and 5:

Rules 3, 4 and 5 have been revised in accordance with the directives of the Personnel Board at its March 23rd meeting.

A motion was then made by Mrs. Gillis and seconded by Mr. McCredie to accept the final version of Rules 3, 4 and 5 as presented. Vote on the motion: Unanimous

These Rules will now be forwarded to the City Unions for negotiation of the impact potentially created by any changes.

c) Receipt of Rule 6:

The Board received the proposed revision of Rule 6 for review and comments at their next meeting. Additional rules will be completed during the summer, to be addressed at the September meeting.

d) Review of Risk Manager and Community Outreach Coordinator job descriptions:

Risk Manager: The Board carefully reviewed this job description, making changes to assure that Personnel work would remain in the Personnel Department. The appointment/promotion plan for this position will require a 100% oral examination.

A motion was made by Mr. McCredie, seconded by Mrs. Gillis to accept the job description for the position of Risk Manager as corrected, as an Unaffiliated Grade 18 and the proposed appointment/promotion plan. Vote on the motion: Unanimous.

Community Outreach Coordinator: Concern was expressed regarding to whom this position would report. It was also recommended by the Board that this position require a psychological evaluation as part of the appointment/promotion process.

A motion was made by Mrs. Willoughby, seconded by Mrs. Gillis, to accept the job description for the position of Community Outreach Coordinator as corrected, as an Unaffiliated Grade 10 and the proposed appointment/promotion plan as revised. Vote on the motion: Unanimous.

New Business:

Due to scheduling conflicts for the month of July, it was decided that the next meeting of the Personnel Board will be held on Tuesday, September 14, 2010 at 4:30 p.m.

Adjournment:

There being no further new business to come before the Board, a motion was made by Mrs. Gillis, seconded by Mr. Macrino, to adjourn the meeting at 6:07 p.m. Vote on the motion: Unanimous

Respectfully submitted,

Bernadette M. Welch
Personnel Coordinator

