

Personnel Review Board
Meeting Minutes
Remote Access
April 15, 2021
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APR 19 2021

Present: Rik Wells, Chairman
Talivaldis Maidelis
Cathy Patterson
David Peabody

Absent: Edward Murphy

Also Present: Joyce Sauchuk, Human Resources Director

Chairman Wells called the April 15, 2021 Personnel Review Board Meeting to order at 6:31pm.

1. Review and approval of the Meeting Minutes of November 19, 2020

MOTION: Mr. Maidelis made a Motion to approve the November 19, 2020 Meeting Minutes of the Personnel Review Board. Seconded by Ms. Patterson (4-0); Unanimous

2. Job Description: Director of Human Resources/Assistant to First Selectman

Discussion took place regarding updated job description and structure of the existing Human Resources Department; amendments recommended by Board Members.

MOTION: Ms. Patterson made a Motion to approve the Director of Human Resources/Administrative Operations job description with revisions outlined. Seconded by Mr. Maidelis. (4-0) Unanimous.

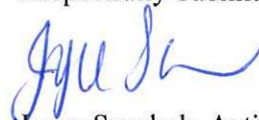
3. Job Description: Executive Secretary to the Director of Human Resources

Discussion took place; clerical amendments recommended by Board Members.

MOTION: Ms. Patterson made a Motion to approve the Executive Secretary to the Director of Human Resources job description with revisions outlined, pending approval of funding. Seconded by Mr. Maidelis, (4-0). Unanimous.

MOTION: Ms. Patterson made a motion to adjourn the Personnel Review Board Regular Meeting of April 15, 2021 at 7:45pm. Seconded by Mr. Maidelis (4-0) Unanimous.

Respectfully Submitted,



Joyce Sauchuk, Acting Secretary