

**MINUTES** of the Personnel Board of the Town of Burrillville held Tuesday, September 21, 2010 at 8:30 a.m. at the Town Hall, 105 Harrisville Main Street, Harrisville, RI.

**MEMBERS PRESENT:** Chairman James Moran, Paul MacDonald

**MEMBERS ABSENT:** Valerie Leduc and Charlotte Gabrielson excused

**CALL TO ORDER:** The meeting was called to order at 8:53 a.m.

**APPROVAL OF MINUTES:**

1) Approval of August 10, 2010 meeting minutes and dispense with reading of said minutes.

**Motion** to approve the August 10, 2010 minutes was made by Paul MacDonald and seconded by Chairman James Moran. Voting was unanimous. Voting in favor were Chairman James Moran and Paul MacDonald.

**APPROVAL OF INVOICES / EXPENDITURES:**

None

**CITIZEN COMMENT:**

None

**UNFINISHED BUSINESS to be considered and acted on:**

2) Discussion, consideration and action relative to implementation of charging for tests. See attached memo from the Town Council.

Future advertisements will make note of fees related to costs of \$15 or \$20 and that no additional fees will be charged. Non-refundable checks or money orders only will be collected. Cash will not be accepted. Checks will be turned in to the Treasurer's office daily. We are to keep a log and get a receipt from the Finance Department. Memo from the Town Council was received and filed. This item is to be continued on the October 12<sup>th</sup> agenda.

3) Discussion, consideration and action relative to the Assistant Library Director being added to the Classification Plan. See memo from the Town Council.

Memo from the Town Council was received and filed. The Classification Plan has been amended to add this omitted position.

4) Discussion, consideration and action relative to the Jesse M. Smith Library Personnel Policies.

Tabled.

5) Discussion, consideration and action relative to creating a new Financial Aide Eligibility list.

The November 9<sup>th</sup> meeting will be held at 5:00 p.m. and testing will be at 6:00 p.m. Room availability at the schools and library will be looked into. Chairman James Moran has asked that costs be looked into so a fee can be set.

- 6) Discussion, consideration and action relative to a new ranking for the recent Administrative Aides based on a combination of their written exam scores and their CCRI skills test score.

This issue was table until the next meeting so the full Board's backing can be attained.

**NEW BUSINESS:**

- 7) Discussion, consideration and action relative to the use of the annex training room for Microsoft Word and Excel training.

Place this item on the next agenda for informational purposes to the absent members. The training room has ten computer stations set up. CPS charges \$20 per person to log into their online skills test in Microsoft Word and Excel.

**COMMUNICATIONS:**

- 8) Correspondence from Administrative Aide, Lori Cadieux announcing her retirement.

Post this position in-house. We have a fresh list of Administrative Aides should we need to use it. If the position is filled from dispatch we will have to fill a dispatch position.

**GENERAL DISCUSSION:**

Please add to the next agenda discussion on adding ideas and items to the agenda.

**ADJOURN:**

**Motion** to adjourn at 9:31 a.m. was made by Paul MacDonald and seconded by Chairman James Moran. Voting was unanimous. Voting in favor were Chairman James Moran and Paul MacDonald.

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Chairman James H. Moran

Date

The Town of Burrillville will provide accommodations needed to ensure equal participation. Please contact the Burrillville Town Clerk at least three (3) business days prior to the meeting so arrangements can be made to provide such assistance at no cost to the person requesting it. A request for this service can be made in writing or by calling (401) 568-4300 (voice) or "via RI Relay 1-800-745-5555" (TTY).