

North Smithfield Personnel Board

Minutes of September 10, 2007

Meeting held at the Primrose Fire Station

1470 Providence Pike, North Smithfield, RI

1. Called to order at 6:25 PM.

Members:

Present: Chairperson Suzanne Bernier, Vice-Chairperson Thomas Furey, Secretary Renée

Rapko, Gary Lapierre, Michael Naylor

2. Mrs. Bernier introduced Police Chief Steven Reynolds of North Smithfield. She reiterated the boards' position that all applicants who are offered positions in the town are hired pending background checks and board certification and that board certification will not occur without prior background check, effective 10/1/07. Discussion followed and questions were asked of Chief Reynolds. Chief Reynolds submitted copies of various forms that are presently being used by the Police Department that could be helpful for use with all town employees as well as answer some of the boards' questions.

Each form was explained by Chief Reynolds:

A. Background Investigations Outline/Source List: all applicants who could become Police Department employees, both civilian and sworn, have a background investigation performed. The cost for the

FBI fingerprint check is \$30.00 paid for by the applicant. The only cost to the town would be man hours needed for the inquiry. This could take from 1 to 12 hours depending on what is requested. The list could be streamlined for general town use. The Chief will inquire if a credit check could be performed as a condition of employment and get back to the board. The board would have to propose to the Town Administrator exactly which background checks should be done and to authorize that the police department perform them.

B. Criminal Background Check Release: no background check is accomplished without a signed release from the perspective applicant.

C. A Draft of the Town of North Smithfield Employee Handbook: modeled from Police Department's handbook, which is given to all Police Department applicants.

D. Annual Employee Performance Evaluation with Evaluator's Instructions: two different draft formats were submitted. It could be based on the job description.

Chief Reynolds offered his services if we have further questions or would like further information. He also updated the board regarding the outcome of the Per-Diem Dispatcher interviews. The top candidate took another position and two are being trained. Mrs. Bernier asked the Chief if physicals were performed on new hires. Police officers have physical and psychological exams performed for entry to the Police Academy. The town does pay for the psychological exam and the candidate pays for the physical exam.

Physical exams are not required for other employees.

3. Reviewed and certified three viable applications/resumes for the Finance Clerk I position. Mr. Lapierre motioned to accept, Mr. Furey seconded. Motion carried. Reviewed and certified six viable applications/resumes for Assistant Director of Finance. Mr. Lapierre motioned to accept, Mr. Naylor seconded. Motion carried.

4. A. Mr. Furey motioned to accept the minutes of 6/25/07, Mr. Naylor seconded. Motion carried. Mrs. Rapko motioned to accept the minutes of 8/14/07, Mrs. Bernier seconded. Motion carried. Mrs. Rapko motioned to accept the minutes of 8/30/07, Mr. Naylor seconded. Motion carried.

B. There is no update regarding the availability of the town's employment application on its web site.

Other business: Mrs. Rapko asked the members for their opinion as to whether it would be beneficial to send Mrs. Jill Gemma, Director of Finance/Personnel a copy of the approved minutes. Discussion followed. Mr. Naylor made a motion and Mr. Lapierre seconded to forward a copy to Mrs. Gemma. Motion carried.

5. Mr. Naylor motioned to adjourn at 8:30 PM. Mr. Furey seconded. Motion carried.

Respectfully submitted,

Renée Rapko

Secretary