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**DONALD R. GREBIEN**

**JOANNA L'HEUREUX**

**MAYOR    ACTING PERSONNEL DIRECTOR**

**PERSONNEL BOARD MEETING  
AGENDA**

**Wednesday, November 28, 2012  
7:00 p.m.**

**1. ROLL CALL**

**2. PUBLIC INPUT PERIOD**

**3. OLD BUSINESS**

- **Lance Hill briefly reviewed his Phase II Reorganization Plan at a high level.**
- **Phase II Reorganizaton Plan laid on the table so that the Board can review the information. Motion made by Frank Sylvester. Seconded**

by Bill Munzert. Approved.

- Barney Heath's proposal for Reorganization of Planning Department was laid on the table. Motion by Frank Sylvester, seconded by Bill Munzert. Approved.

- Board reiterated its need to receive the meeting packet at least four (4) days prior to a meeting. Some Board members would prefer an electronic packet (vs. paper). Request made to Personnel Department to consider.

- Wording revision of Paralegal Job Description. Does not affect pay grade.

#### **4. NEW BUSINESS**

- A communication from Joanna L'Heureux, Acting Personnel Director, regarding your request for a copy of the Allocation Roster and the Pay Plans for FY13 .

#### **5. MOTION TO ADJOURN**

The TDD phone number is 722-8239.

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Claire A. Laird

Posted: November 20, 2012