

Personnel Board Meeting Minutes
October 14, 2009
Town Hall, First Floor Meeting Room
9-11:30A.M.

Present: Tony Butterfield, Patrick Brock, Patricia Holland, Kay Zlogar, and Eunice Torres

Absent: Flo Stern, Chair, Jacquelyn Smith-Crooks, and Larry Shaffer, Town Manager

The Chair of the Personnel Board, Flo Stern was out ill. The meeting was chaired by Tony Butterfield.

The minutes were accepted and approved.

There was a discussion regarding the Personnel Procedures Manual. Ms. Zlogar informed the board that she had decided to completely update the Personnel Manual since it had not been changed in 20 years. She projected that a completed draft would be available at the November 4th meeting.

It was suggested that the old manual be forwarded to Board members electronically with the corrections.

There was also a discussion regarding "how the changes in the Personnel Procedures Manual will benefit employees", there was a brief discussion on changing some of the levels and steps to the employee salary scale.

The meeting was adjourned at 10:05 A.M.

The next meeting is scheduled for 10:30A.M., November 4, 2009

Respectfully Submitted,

Eunice Torres, Staff Liaison