

Present: Rik Wells
Cheryl Larder
Edward Murphy
Brigitte Shinault

Also Present: Joyce Sauchuk, Director of Human Resources
Maryanna Stevens, Finance Director
Brett Mahoney, Chief of Police

Excused: Stephen J. Negri

Chairman Wells called the March 21, 2016 Personnel Review Board Regular Meeting to order at 6:30 p.m.

1. Review and approval of Minutes of January 11, 2016.

Mr. Wells asked for corrections, deletions or additions to the January 11, 2016 Regular Meeting Minutes.

MOTION: Mr. Murphy made a motion to approve the January 11, 2016 Minutes of Personnel Review Board, as amended. Seconded by Ms. Larder. (3-0) Unanimous

2. Updated Job Description -- Secretary III Police Department.

Board members reviewed Memo dated March 14, 2016 from Joyce Sauchuk, Director of Human Resources.

The January 23, 1989 Job Description for this position no longer reflected the duties associated with this position. The Secretary III in the Police Department retired, and the Chief of Police felt the Job Description needed to be updated. The Secretary III was asked to list her responsibilities prior to retiring. He felt the new Job Description more accurately reflects the position.

Mr. Wells suggested eliminating the numbers of words per minute this position needs to type.

There was discussion on COLLECT certified and NESPIN reports.

Board member Brigitte Shinault arrived.

Mr. Murphy referred to item 11 regarding independent judgment. Chief Mahoney replied sound judgment is extremely important in this position.

Personnel Review Board
Regular Meeting Minutes
March 21, 2016
Page 2 of 2

Mr. Wells asked for an explanation of WPD license plate suppression. Chief Mahoney discussed this function.

MOTION: Ms. Larder made a motion to approve the updated Job Description of the Secretary III position for the Police Department. Seconded by Ms. Shinault. (4-0) Unanimous.

MOTION: Ms. Shinault made a motion to adjourn the March 21, 2016 Personnel Review Board Meeting at 7:00 p.m. Seconded by Mr. Murphy. (4-0) Unanimous.

Respectfully submitted,

Frances Ghersi, Recording Secretary