

Personnel Review Board
Regular Meeting Minutes
July 18, 2016
Page 1 of 3

Present: Stephen J. Negri
Edward Murphy
Cheryl Larder
Brigitte Shinault

Absent: Rik Wells

Also Present: Joyce Sauchuk, Human Resources Director
Sally Ritchie, Director of Senior Services
Ellen Fougere, Assistant Director of Senior Services
Roz Rubinstein, Library Director
Grant Ritter, Library Board
Maryann Stevens, Finance Director

Acting Chairman Negri called the July 18, 2016 Personnel Review Board Regular Meeting to order at 6:35 PM.

1. Review and Approval of Minutes of the Regular Meeting June 20, 2016.

Mr. Negri asked for additions, deletions and corrections to the Personnel Review Board Regular Meeting of June 20, 2016.

The following correction was noted: On page 2, the first sentence after the second motion to be revised as follows: "The Board reviewed the proposed wage schedules developed by Recreation & Parks and Senior Services which were developed based upon current programming."

MOTION: Ms. Shinault made a motion to approve the June 20, 2016 Regular Meeting Minutes of the Personnel Review Board, as amended. Seconded by Ms. Larder. Ms. Shinault abstained from voting. (2-0-1) Motion carried.

2. New Job Description -- Senior Services: Office Support Technician.

Board members reviewed July 12, 2016 Memo from Joyce Sauchuk, Director of Human Services, attaching Memo dated July 6, 2016 from Sally Ritchie, Senior Services Director, regarding the new job description/position for Office Support Technician for Senior Services.

Ms. Sauchuk reported two part time positions are vacant. One of the individuals took a full time position in another department. The other retired.

Board member Edward Murphy arrived.

Ms. Ritchie reported it is a priority at Senior Services to cover the front desk from 8 a.m. to 4 p.m. There is a lot of face to face interaction. We would like to merge these two positions, because there are benefits of increasing continuity. When duties are designated to a single

individual, the performance is better. We reviewed the old job description and found some of the duties these individuals have not been performing.

We need website management to schedule rides and to use Rec Trac. We have removed some duties and put in more technical duties.

Ms. Sauchuk reported because the position is budgeted for a 35 hour position, it has benefits. The position is at a reduced level. The effect on the Senior Citizens Commission budget is a reduction. She supports this change to personnel. Mr. Steward has no objection to this change.

MOTION: Mr. Murphy made a motion to approve the classification of Office Support Technician. Seconded by Ms. Larder. (4-0) Unanimous.

3. New Job Description/Position - Waterford Public Library: Department Head Adult Services.

Board members reviewed Memo dated July 13, 2016 from Joyce Sauchuk, Director of Human Services, regarding Department Head for Adult Services and Memo dated July 13, 2016 from Roz Rubinstein, Library Director, to Joyce Sauchuk, Human Resources Director.

Ms. Rubinstein reported that the Assistant Director is retiring. The Job Description for this position is from 1984. Board members reviewed the Organizational Chart for the library. She recommends eliminating this position and creating the position of Adult department head and expanding the technical services department. The Board reviewed the 1984 job description and the new job description of Department Head for Adult Services. The savings will be \$33,289. Ms. Sauchuk informed the Board this group has no step increase. They only have a wage increase.

Ms. Larder asked if this is a position that will be sought internally first. Ms. Rubinstein agreed it would. Ms. Sauchuk added it is a non-union position. It will be posted for five days.

Mr. Murphy felt this is an opportunity to revamp. Technology is changing. Ms. Rubinstein stated the biggest change is in technical services. We now have a data base.

MOTION: Ms. Shinault made a motion to approve the new Job Description in the Waterford Public Library for a Department Head for Adult Services. Seconded by Mr. Murphy. (4-0) Unanimous.

4. Updated Job Description/Salary Adjustment - Waterford Public Library: Department Head Technical and Circulation Services.

MOTION: Mr. Murphy made a motion to approve the updated

**Job Description/Salary Adjustment for
the Waterford Public Library: Department
Head Technical and Circulation Services.
Seconded by Ms.Shinault. (4-0) Unanimous.**

**5. Updated Job Description - Waterford Public Library: Department Head Children's
Services.**

**MOTION: Ms. Larder made a motion to approve the updated
Job Description for the Department Head
in Children's Services. Seconded by Mr. Murphy.
(4-0) Unanimous.**

**MOTION: Ms. Larder made a motion to adjourn the Personnel
Review Board Meeting of July 18, 2016 at 7 p.m.
Seconded by Ms. Shinault. (4-0) Unanimous.**

Respectfully submitted,

Frances Ghersi, Recording Secretary