

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, January 9, 2018, 8:30 am, Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

MEMBERS PRESENT: Robert Tetreault, Charlotte Gabrielson

EXCUSED ABSENT: Paul A. MacDonald, Chairman, Tony Wood

OTHERS PRESENT:

CALL TO ORDER: The meeting was called to order at 9:00 am by Charlotte Gabrielson.

APPROVAL OF MINUTES:

- 1) **VOTED** to accept the Tuesday, December 11, 2017, meeting minutes and dispense with the reading of said minutes.

Motion was made by Charlotte Gabrielson and seconded by Robert Tetreault. The motion was carried unanimously.

APPROVAL OF INVOICES /EXPENDITURES:

- 2) Discussion, consideration and action relative to the CPS HR Consulting invoice (#SOP45434) for 2 additional Account Clerk testing booklets.

Motion was made by Charlotte Gabrielson and seconded by Robert Tetreault to pay the CPS HR Consulting invoice (#SOP45434). The motion was carried unanimously.

- 3) Discussion, consideration and action relative to the CPS HR Consulting invoice (#SOP45403) for original order of 13 Account Clerk testing booklets.

Motion was made by Charlotte Gabrielson and seconded by Robert Tetreault to pay the CPS HR Consulting invoice (#SOP45403). The motion was carried unanimously.

- 4) Discussion, consideration and action relative to the Bargain Buyer invoice for the Assistant Animal Control and Administrative Aide Test Ad.

Motion was made by Charlotte Gabrielson and seconded by Robert Tetreault to pay the Bargain Buyer invoice for the Assistant Animal Control and Administrative Aide Test Ad. The motion was carried unanimously.

- 5) Discussion, consideration and action relative to the IPMA-HR invoice (#32630-R5Y8C3) for the Administrative Aide test booklets.

Motion was made by Charlotte Gabrielson and seconded by Robert Tetreault to pay the IPMA-HR invoice (#32630-R5Y8C3). The motion was carried unanimously.

NEW BUSINESS CONSIDERED AND ACTED ON:

- 6) Discussion, consideration and action relative to review and discussion of the Classification Plan.

Information on cities and towns' populations is needed to correctly identify which cities and towns will be used in reviewing the Classification Plan. Information has been requested from the Planning Department.

- 7) Discussion, consideration and action relative to the 2018 Schedule of Meetings posted to the Secretary of State web page.

The 2018 Schedule of Meetings was posted to the SOS web page and a copy of the schedule was provided to the Board.

OLD BUSINESS:

CORRESPONDENCE:

ADDITIONAL NEW BUSINESS:

GENERAL DISCUSSION:

- 8) Discussion, consideration and action relative to the Addiction Assistance Coordinator and the Substance Abuse Prevention Coordinator positions.

Michelle Harter, Addiction Assistance Coordinator and Monica Blanchette, Substance Abuse Prevention Coordinator started on January 2, 2018. They will be reporting to the Police Department.

ADJOURN: Motion was made by Charlotte Gabrielson to adjourn at 9:22 am, seconded by Robert Tetreault.


Paul A. MacDonald, Chairman

2-13-18
Date