

PERSONNEL BOARD MINUTES

MEETING MINUTES of the Personnel Board of the Town of Burrillville held Tuesday, March 12, 2024, at 8:30 am, Town Hall, Council Chambers, 105 Harrisville Main Street, Harrisville, RI 02830.

MEMBERS PRESENT: Paul A. MacDonald, Chairman, Robert Tetreault, Charlotte Gabrielson and Tony Wood

OTHERS PRESENT: Carol Folan, Administrative Aide

CALL TO ORDER: The meeting was called to order at 8:43 am Paul A. MacDonald, Chairman.

APPROVAL OF MINUTES:

- 1) Discussion, consideration and action relative to the January 9, 2024 meeting minutes and dispense with the reading of said minutes.

MOTION to approve the January 9, 2024, meeting minutes was made by Robert Tetreault, seconded by Charlotte Gabrielson. Motion carried unanimously.

APPROVAL OF INVOICES /EXPENDITURES:

- 2) Receive and file invoice from NRI Now for large, standard ten-day Police ad (Invoice # 439).
- 3) Receive and file invoice from NRI Now for Executive Assistance for Finance/Police ad (Invoice # 438)
- 4) Receive and file invoice from CPS HR Consulting for Account Clerk test for the Financial Aide Eligibility test (Invoice No. TR-INV003756).
- 5) Receive and file invoice from The Bargain Buyer for Police Officer Position 2-21-24.
- 6) Receive and file invoice from The Bargain Buyer for Executive Assistance for Finance Ad February 7, 2024.
- 7) Receive and file invoice from HIREJWE for Criminal Justice Career Fair held March 26, 2024.
- 8) Receive and file invoice from the Valley Breeze for Police Officers Help Wanted Ad on February 22, 2024.

MOTION to receive and file invoices #2 through #8 was made by Robert Tetreault, seconded by Charlotte Gabrielson. Motion carried unanimously.

NEW BUSINESS CONSIDERED AND ACTED ON:

- 9) Discussion, consideration and action relative to skills test provided by EmployTest, or take any other action thereon.

On February 1, 2024, skills tests for Word and Excel was given to seven participants of which none passed. Skills testing is necessary for applicants to be placed on the Eligibility List.

- Skills testing must be added on the advertising for testing for eligibility lists
- Possibility to combine skills test and administrative/financial aide testing thru EmployTest. Need to get information if this is possible from EmployTest and cost

OLD BUSINESS:

- 10) Discussion, consideration and action relative to a resolution to discuss stipends for the Personnel Board members, or take any other action thereon.

Chairman MacDonald presenting a memo to the Town Council Meeting on March 21, 2024 to review Boards and Stipends Resolution dated April 14, 2004.

- 11) Discussion, consideration and action relative to the Financial Aide Eligibility Test, or take any other action thereon.

Tabled to next Personnel Board Meeting.

CORRESPONDENCE:

ADDITIONAL NEW BUSINESS:

GENERAL DISCUSSION:

ADJOURN: Motion was made by Robert Tetreault to adjourn at 9:51 am, seconded by Robert Tetreault. Motion carried unanimously.

Paul A. MacDonald
Paul A. MacDonald, Chairman

4/10/24
Date