

Minutes
Personnel Review Commission
April 9, 2013

LOCATION: Municipal Building Room 208

COMMISSIONERS PRESENT: Councilwoman Hope Kasper, Chairwoman
Councilwoman Deborah Kleckowski
Councilwoman Mary Bartolotta

STAFF PRESENT: Kathleen A. Morey, Deputy Director of Personnel
Brig Smith, City Attorney

PUBLIC PRESENT: Ann Perzan and Michele DiMauro – BOE

1. Meeting Called to Order by Councilwoman Kasper

The regular monthly meeting was called to order at 7:08 p.m. by Councilwoman Kasper.

2. Approval of Minutes

The minutes of the regular meeting held on March 12, 2013 and the special meeting of March 20, 2013 were approved as submitted on a motion made by Councilwoman Bartolotta and passed by unanimous vote.

3. Public Hearing

Councilwoman Kasper opened the public hearing at 7:09 p.m. There was no one from the public wishing to speak.

4A. New Job Description for Licensed Practical Nurse

The executed copy of the Memorandum of Understanding was submitted and reviewed. This MOU was a result of the global settlement allowing for the creation of the LPN job description. A motion was made by Councilwoman Bartolotta and seconded by Councilwoman Kleckowski approving the job description. The motion passed by unanimous vote.

5. Old Business:

A. City Attorney Job Description:

Discussion about what meetings the City Attorney should attend. Councilwoman Kleckowski made the motion to revise the 4th bullet from the bottom on page 2 to read: "Attends Common Council meetings, Personnel Review Commission meetings and Ordinance Study meetings as requested by the Chairperson". The motion was seconded by Councilwoman Bartolotta and passed by unanimous vote.

Second discussion with regard to the department title and concerns about making sure the public would know how to find Human Resources. Councilwoman Bartolotta made a motion to change the department title to Office of the General Counsel. The motion was seconded by

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Councilwoman Kasper. The motion passed 2 to 1, with 1 nay vote from Councilwoman Kleckowski.

B. Deputy City Attorney Job Description:

Councilwoman Kleckowski made the motion to change the language to the 4th bullet on page 1 to read the same as the General Counsel: "Attends Common Council meetings, Personnel Review Commission meetings and Ordinance Study meetings as requested by the Chairperson"; and, to change the minimum training and experience requirements from four years to five years". The motion was seconded by Councilwoman Bartolotta and passed by unanimous vote.

Councilwoman Bartolotta made a motion to change the department title to Office of the General Counsel. Councilwoman Kasper seconded the motion. The motion passed 2 to 1, with 1 nay vote from Councilwoman Kleckowski.

C. Director of Human Resources Job Description:

Councilwoman Kleckowski expressed concerns about the City Attorney overseeing the Director of Human Resources. Councilwoman Kasper expressed concerns about the need to get more specific about support staff and how that is reflected in the organization chart.

Councilwoman Bartolotta made a motion to change the department title to Office of the General Counsel. The motion was seconded by Councilwoman Kasper. The motion passed 2 to 1, with 1 nay vote from Councilwoman Kleckowski.

6. Vacancy Reports

Report dated April 5, 2013 was received and reviewed. No action required.

7. Monthly Claims Report

Vehicle report was received and reviewed. No action required.

8. Other

Legal bills were reviewed. No action required.

Councilwoman Kasper expressed her concern that the pending Fire Contract extension did not come before this committee.

Adjournment

Councilwoman Kleckowski made a motion to adjourn. The meeting was adjourned at 8:55 p.m.

Respectfully submitted,

Kathleen A. Morey

