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*The Personnel Commission held their regular meeting on
Thursday, May 25, 2023 at 5:00 p.m. via a Zoom meeting.*

Present:	Alfred Cava, Director of Human Resources	Dan Colleluori, Director of Recycling & Sanitation
Marc Teichman, Chairperson	Angelo Sestito, Assistant Director of Human Resources	Carmen Hughes, Director of Diversity, Equity & Inclusion
Lynn Arnow, Commissioner	Rosemarie Frager, Principal Human Resources Generalist	Beatriz Nieves, HR Assistant
Eilish Main, Commissioner	Vanesa Francis, Principal Human Resources Generalist	Kimberly Hawreluk, Human Resources & Benefits Assistant
Jaclyn Williams, Commissioner	Anita Carpenter, Grants Officer	Members of the public

With a quorum present, Chairperson Marc Teichman called the meeting to order at 5:03 p.m.

NEW BUSINESS:

1. **Approval of the Minutes:** March 23, 2023 Meeting

Chair Marc Teichman moved to approve the minutes of the March 23, 2023 Personnel Commission regular meeting, which was seconded by Commissioner Arnow. The motion was approved by unanimous consent.

2. **Submission Instructions to the Personnel Commission**

Director, Alfred Cava provided a comprehensive document for all departments to refer to when submitting documents to the Personnel Commission for review. In order to promote continuity and accountability, there is also an additional breakdown of the responsibilities. The document will be distributed to department heads and union presidents.

3. **Discussion and possible vote on revision to 2023 submission dates**

Director, Alfred Cava informed the Commission that due to the time required to gather supporting documents that it was imperative to revise the dates of when the departments can submit their items for consideration for the meeting Agendas. As the dates of the meetings themselves were not affected, a vote was not required; rather this was for informational purposes. The document will be distributed to

department heads, union presidents, and updated on the Personnel Commission website.

4. **Notations:** After a brief discussion on each notation, Chairperson Marc Teichman and Commissioners acknowledged the Notation items submitted.

- **Grants Office:** Grants Account Analyst

Anita Carpenter, Grants Officer presented the updated classification to the Commission, which included several edits, one of which was not transferred over to the PDF version originally provided to the Commissioners. However, Anita Carpenter was able to type the information on the screen under the additional job responsibilities.

- **Human Resources Division:**

Alfred Cava, Director of Human Resources provided background on the notations for each job description below, noting the main reason for the updates was to better reflect the responsibilities of each job and/or to bring the job title up to date with current Human Resources verbiage.

- Director of Human Resources
- Human Resources Manager
- Retirement Pension and Benefits Specialist

With no further business, Commissioner Lynn Arnow moved to adjourn the meeting, which was seconded by Commissioner Eilish Main. Approved unanimously. The Personnel Commission meeting was adjourned at 5:21 p.m.



Marc Teichman, Chairperson

Copies to:

Mayor Caroline Simmons

Personnel Commission

Thomas M. Cassone, Acting Director of Legal Affairs & Corporation Counsel

Alfred Cava, Director of Human Resources

Lyda Ruijter, Town and City Clerk