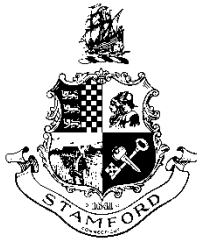


Mayor  
CAROLINE SIMMONS



THOMAS M. CASSONE  
DIRECTOR OF LEGAL AFFAIRS  
&  
CORPORATION COUNSEL

**PERSONNEL COMMISSION**

MARC TEICHMAN, CHAIR  
STUART ADELBERG  
LYNN ARNOW  
ELIZABETH MAIN  
JACLYN WILLIAMS

DR. PAULA A. RUSSELL NISBETT  
DIRECTOR OF HUMAN RESOURCES

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The Personnel Commission held their special meeting on  
Monday, March 4, 2024, at 4:00 p.m. via a Zoom meeting.

Marc Teichman, Chairperson	Dr Paula A. Russell Nisbett, Director – Human Resources	Jody Bishop-Pullan, Director of Health
Stuart Adelberg, Commissioner	Vanesa Francis, HR Manager	Bridget Fox, Chief of Staff
Elizabeth Main, Commissioner	Rosemarie Frager, HR Manager	Louis DeRubeis, Director of Public Safety, Health & Welfare
Jaclyn Williams, Commissioner	Shloka Shetty, HR Assistant	Member of Public
Lynn Arnow, Commissioner	Beatriz Nieves, HR Assistant	

With a quorum present, Chairperson Teichman called the meeting to order at 4:00 p.m.

**NEW BUSINESS:**

- Health and Human Services:** Request to create the classification of Director of Housing Services.  
Bridget Fox, Chief of Staff, presented information about the need for the Director of Housing Services classification. She highlighted that this position will be responsible for coordination of the housing and homelessness program. Jody Bishop- Pullan, Director of Health added that this role will focus on the fair rent, coordination with homeless providers and housing services, tenant landlord rights and many more housing related tasks as described in the job description. This position will be replacing the existing Director of Social Services.

There will be no change in the salary grade. The other social services function will not be eliminated. Those employees will report to other Health and Human Services staff. Chairperson Teichman requested consistent terminologies to be used in the job description to help understand the role better and edits to be made to the job description.

After much discussion, Commissioner Williams moved to create the classification of Director of Housing Services; seconded by Commissioner Adelberg.

*Approved Unanimously*

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Marc Teichman, Chairperson

**Copies to:**

Lyda Ruijter, Town and City Clerk  
Mayor Caroline Simmons  
Personnel Commission  
Thomas Cassone, Director of Legal Affairs & Corporation Counsel  
Paula Russell, Director, Human Resources  
Carmen Hughes, Diversity, Equity and Inclusion Officer  
Elda Sinani, Director, Office of Policy & Management  
Adrianne Tovar, Office of Policy & Management  
Benjamin Barnes, Director of Administration