

**Norwood Personnel Board
Regular Meeting Minutes
May 18, 2011**

The regular meeting of the Norwood Personnel Board (PB) was called to order at 7:30 PM on Wednesday, May 18, 2011 in the FinCom Room by David Hajjar, Chairman.

Present:

David Hajjar, Chairman
Anne Haley, Vice-chair
Willard (Will) Krasnow
Paterson (Pat) Riley
John (Jack) Taylor

Other Attendees:

None

Absent:

None

1. Meeting Minutes

March 16, 2010

There were a couple of grammar/spelling corrections made by various PB members.

On a motion by Will Krasnow and seconded by Jack Taylor, the March 16, 2011 meeting minutes were unanimously approved as corrected.

There was no April PB meeting, so no minutes to review.

2. Election of Positions

The PB discussed the election of a Chairman and Vice-chair of the board for the year May 2011 thru April 2012.

A. Chairman

On a motion by Will Krasnow and seconded by Jack Taylor, David Hajjar was unanimously elected as Chairman.

B. Vice-chair

On a motion by Pat Riley and seconded by Jack Taylor, Anne Haley was unanimously elected as Vice-chair.

3. Policy Reviews

A. #P-402 - Personnel Records Policy

- i. Correct the numbering sequence in Section 3.
- ii. Section 5.3 – change to read: All medical related information is confidential and will be ~~kept segregated~~ maintained in a separate file.
- iii. Capitalize the A's in Appointing Authority and replace his/her with "their" in the first sentence of Section 5.5.
- iv. Section 5.6.c – the 2nd sentence begins new paragraph. Replace "either" with the "Requestor" and remove "he/she" before the word "they".

