



**MILFORD PERSONNEL BOARD
MINUTES OF MEETING
WEDNESDAY, MARCH 9, 2022, 6:00 P.M.**

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Members Present: Jim Ligor, Teresa Persico, Jim Dorval, Brian Long and Board Clerk Liz Fernandes.

Absent: Tarik Miranda and Jodie Nosiglia

Also, in attendance: HR Director, Kristin Melpignano, Finance Director, Zack Taylor, Town Treasurer, Chris Pilla, Fin Com Chair, Al Correia, Fin Com member, Brant Hornberger and Public Health Director, Dr. Jackie Murphy.

1. The meeting was called to order in Room 03 at 6:06p.m. by Vice Chairman Jim Ligor.

2. *Appointments*

- GovHR Classification Zoom update. A review of the data compiled was explained in detail. J. Ligor asked that we meet again at a later date if needed so that the Board could have time to review the information provided.
- Meeting Moved to Room 14
- Dr. Jackie Murphy present to request a FT Public Health Nurse position. Feels Milford is in need as it continues to grow. Would offer certain vaccinations and hold clinics as needed among many other things. This position will be funded by replacing the contract with the VNA.
T. Persico motioned to approve the hourly rated position of FT Public Health Nurse seconded by B. Long.

MOTION CARRIED UNANIMOUSLY

3. *HR Director*

- Kristin reviewed the information provided by GovHR with the Board. The Board all agreed the data and information provided made sense.

4. *New Business*

- a) Kristin provided a new job description for HR/Benefits Coordinator. The Benefits Coordinator position has recently become vacant and the HR Coordinator position has not yet been filled. She would like to post the position asap and feels they could be combined. This would also be a cost savings to the Department by filling one position rather than two.

Motion by B. Long to approve the HR/Benefits Coordinator position, seconded by J. Dorval.

MOTION CARRIED UNANIMOUSLY

- b) Table Public Health Nurse position to a future meeting.

- c) Youth Commission requesting a new position of Youth Commission Minutes Recorder be added to Article 2, Section H, Level 1.

T. Persico motioned to approve, seconded by J. Dorval.

MOTION CARRIED UNANIMOUSLY

- d) Table Youth Center Non-Rated Positions to a future meeting.

- e) Table Youth Center Marketing Coordinator to a future meeting.

- f) Table IT Technician job description to a future meeting.

5. Approval of minutes

- Motion to approve the February 9, 2022 minutes by B. Long seconded by T. Persico.

MOTION CARRIED UNANIMOUSLY

6. Approval of Payroll

- Motion to approve the March 2022 payroll by J. Dorval, seconded by B. Long.

MOTION CARRIED UNANIMOUSLY

7. Adjournment

- T. Persico motioned to adjourn the meeting at 7:30 pm seconded by B. Long.

MOTION CARRIED UNANIMOUSLY

Next Meeting on March 23, 2022 at 6:00pm

Jim Ligor, Vice Chairman

Brian Long

Teresa Persico

Jim Dorval

Liz Fernandes, Clerk