

## *Human Resources Board*

Subject: Minutes of Subcommittee Meeting held on Monday, June 8, 2022

Present: Mark Gleckman, Diane Doyle, John Ferrara, Anthony Antico, Lynne Chadey  
Erin Ouimet, Library Director, Cindy Currier, COA Director

Excused: None

Convened: 4:04 pm

1. **Call to Order:** The subcommittee meeting was called to order by Mark Gleckman at 4:04 pm. Meeting notice requirements were communicated and complied with. A quorum was present.
2. **Minutes of Prior Meeting:** None
3. The purpose of the Subcommittee Meeting was to review two new Job Descriptions:  
  
Cindy Currier presented a newly created Job Description for the Council on Aging for an Assistant to the Director. This position will provide overall office administration to the COA. The Classification was completed and the Classification rating of 12.2 was assigned to the role.  
  
Erin Ouimet presented a newly created Job Description for the Library for an Information Assistant. The position would serve to support the major functions of the library and act as resource to the public with areas such as technical outreach. The classification was completed and the Classification rating of 14.2 was assigned to the role.
4. **Next Meeting:** No future meetings are scheduled for the Classification Subcommittee at this time.
5. A motion was made by John Ferrara and seconded by Anthony Antico to adjourn at 5:30 pm.

Adjourned: Approximately 5:30 PM

Scribe: Diane M. Doyle