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MAY 24 2023

WESTFIELD CITY CLERK

Personnel Action Committee

Minutes for 5/23/2023

Meeting at City Hall, Room 207 Starting time-5:00 PM

Committee Members- Cindy Harris, Chair (present), Ralph Figy (present), James Adams (not present)

The law department has requested that we ask if anyone is audio or video taping, or live streaming this meeting-None.

There is one item on the agenda.

Item 1. Submitting a change to the job description for the Executive Director of the Council on Aging.

The job description for the Council on Aging Executive Director has not been updated in over 10 years. The City's Personnel Director and Council on Aging Executive Director believe it is prudent and in the City's best interest to examine the job description and make relevant changes, especially defining and delineating this job in regards to the other specific jobs in that Department.

As Council on Aging Director Gorman knows all those jobs, she conferred with the Personnel Director as to the changes she suggested to make, and the job description was ultimately approved by the Westfield professional Municipal Employee Association.

This job description is quite detailed, and all City Councilors have been informed of the specific changes made to it, and were given a copy of the new job description.

The Director is responsible for the administrative, professional and overall management for planning, developing, implementing, directing and advocating of programs and services offered to the City's older population, is appointed by the Mayor, and confirmed by the City Council for a 3-year term.

The Personnel Director and Council on Aging Director had lengthy conversations with PAC's Chair regarding this item and both recommend the new job description, as does the Mayor.

Chair asked Councilor Figy if he would like her to read the letter all councilors were given on the changes. Councilor Figy replied that was not necessary, as all Councilors have the letter.

Motion to recommend approval of this item made by Figy, 2<sup>nd</sup> by Harris.

All in favor-Harris-yes, Figy-Yes.

Motion passes on a 2-0 vote.

Chair: The minutes will be as stated at this meeting and given to the City Clerk tomorrow, 5/24/23.

Motion to Approve the Minutes for May 23, 2023 meeting made by Figy, 2<sup>nd</sup> by Harris.

All in Favor, Harris-yes and Figy-yes.

Motion passes on a 2-0 Vote.

Motion to Adjourn made by Figy, 2<sup>nd</sup> by Harris.

All in favor, Harris-yes and Figy-yes.

Motion passes on a 2-0 Vote.

Meeting Adjourned 5:04 PM

Submitted by City Harris, Chair on May 24, 2023