

BOARD OF HEALTH MEETING MINUTES
December 15, 2009

A Lakeville Board of Health meeting was held on **December 15, 2009** at **5:45 p.m.** in the **Lakeville Board of Health Office** to interview applicants for the (30) thirty hours per week **Board of Health Clerk Job Opening**. Present at this meeting were Board of Health Chairman William E. Garvey and Board Member Terrence Flynn, and Pietro Panettieri. Board of Health Supervisor Nancy Teser was also present at this meeting, as recording secretary. Health Agent Lawrence Perry was absent.

Board of Health Chairman Garvey opened the meeting at 5:45 p.m.

Chairman Garvey asked fellow Board members to read over the **(8) eight job applications** which were received, and to review the interviewing procedures. A copy of the posted Job Posting dated November 10, 2009 (Attachment #1) and a copy of the Job Description (Attachment #2) were given to the Board members. Garvey asked Supervisor Teser to greet each applicant at the door, when it was their scheduled appointment time, and to introduce the Board members to them.

The interviews were scheduled every twenty minutes from 6:00 p.m. through 8:20 p.m. The eight applicants were Donna Pettenati, Jo Ann Lima, Cindy Dow, Darlene True, Kelly Surdis, Laureen Kelly, Linda Dixon, and Jennifer Jewell. All of the applicants arrived on time. At the end of each interview, Board members thanked each applicant for their time and interest in applying for the Board of Health Clerk's position, and the Chairman told each applicant they would be notifying everyone in writing of the Board's decision before Christmas.

Board members stated that all of the applicants interviewed very well, and they were all qualified to some degree. After reviewing the applications again and further discussion on the qualifications of the applicants, a motion was made by Flynn and seconded by Panettieri to offer the posted position to Jo Ann Lima of Taunton, MA. Unanimous vote.

As Supervisor for the Board of Health, Teser was requested to send a letter to Ms. Lima informing her of the Board's decision. Garvey stated that if Ms. Lima accepts this position, she would be starting work here on January 4, 2010; whereas she would have to give notice to her employer, and she would be hired at Grade V, Step 2 at the rate of pay of \$14.79 per hour. This position would be a (30) hour per week position (Monday through Thursday), and there would be a (90) ninety day probationary period.

Upon motion made by Member Flynn, and seconded by Member Panettieri, the Board

VOTED: To adjourn the meeting at 9:05 p.m. Unanimous vote.