



**CHAIRPERSON**  
Arthur D. Merkle, Jr.

**VICE-CHAIRPERSON**  
Jeanne Zarnoch

**MEMBERS**  
Jae Chon  
Loretta Howard  
Vivian lawyer

**EXECUTIVE SECRETARY**  
Wanda Hutchinson,  
Administrator

## **PERSONNEL BOARD**

**3430 Court House Drive  
Ellicott City, MD 21043  
(410) 313-2033, Fax (410) 313-3470**

Wednesday, January 27, 2016

Personnel Board Quarterly minutes

**Present:**

Woody Merkle  
Jeanne Zarnoch  
Vivian Lawyer  
Faith Adelman  
Wanda Hutchinson  
Chris Fay (recording secretary)

**Absent:**

Loretta Howard  
Jae Chon  
Stacey Simmons

From the meeting of November 30, 2015:

- I. Meeting was called to order at 6:11 p.m.
- II. The agenda was approved unanimously.
- III. Minutes from the last meeting were reviewed and approved “as is”.
- IV. Employee manual change on “Liberal Leave” policy: now includes all specific conditions/classes – policy has been expanded and clarifications made based on the past. Global email to be sent out December 1, 2015 and employee manual will be updated.
- V. Classification changes: Classifications and Pay Plans changes (Minimum Education and Minimum Experience) for Department of Fire & Rescue Services presented but not approved. Inconsistency with Minimum Education between Battalion Chief and Fire Captain – phrase “WITH active student in a four-year degree program” needs clarification.
- VI. Meeting closed at 6:42 p.m.