

October 21, 1966

Friday.

Executive session.

Present: All commissioners, Mr. W. S. Donaldson, Mr. Pantaleo.

Position Interview

Miss Cecelia Battenfield was present for an interview for the position of secretary to Mr. Pantaleo. She has taken the require Merit System examination and passed it. Miss Battenfield stated that she can type, take shorthand, and has had courses in filing procedures. She can also run various office machines, such as: duplicator, mimeo, adding machine, transcriber, etc. Mr. Burch explained that under our Merit System rules, there is a probationary period of six months before an employee is placed on permanent status.

General discussion after Miss Battenfield left the meeting, and the commissioners decided she would be employed in the capacity of secretary to the county engineer beginning Monday, October 31, 1966. Miss Barbara Wise who now hold this position under temporary appointment, will be notified she is being relieved of same as she did not pass the required test.

701 Program

The commissioners reviewed application to be submitted for 701 Program Grant for parks and recreation study, approved same, and it was signed by Mr. Burch. It will also have to be signed by the chairman of the Planning and Zoning Commission, and then forwarded to Mr. E. Curley, director of the parks and recreation program for the county.

Patuxent Heights Health Center - Vandalism

Mr. Paul Raley reported instances of breaking and entering at this facility and that someone may have a key as there are several missing. Mr. Voorhaar bough safety locks to be used here, but did this on his own without permission from Mr. Raley. The latter asked if he should get some prices on some heavy screening for the windows and the commissioners agreed.

Vouchers #27419 through 27439 approved for payment and signed by Mr. Burch.

Meeting adjourned.

Approved,

*F. Elliott Burch*

F. Elliott Burch, President