

**PERSONNEL COMMITTEE
TOWN OF SOUTH WINDSOR**

Minutes

Page 1

February 7, 2019

Caucus Room – South Windsor Town Hall

1. Call Meeting to Order

The meeting was called to order at 10:33 a.m.

2. Roll Call

Members Present: Mayor M. Saud Anwar
Councilor Karen Lydecker
Councilor Janice Snyder

3. Discussion items

A. Evaluation Process for the Clerk of the Council

Committee members reviewed the evaluation process for the Clerk of the Council.

B. Review of the Self Evaluation

Committee members reviewed the Clerk of the Council's Self Evaluation and recommended changes/corrections. Various questions were asked of the Clerk of the Council.

C. Evaluation Review

Committee member reviewed the goals that were set at the previous Personnel Committee meeting and discussed the performance of the Clerk of the Council. Various questions were asked of the Clerk of the Council.

D. Schedule Evaluation Review with the Council

Committee members decided that at the February 19, 2019 Town Council meeting, the Town Council will have an Executive Session to review the performance of the Clerk of the Council. As long as everything goes as planned, at the March 4, 2019 Town Council meeting, the Town Council will have a resolution on the Town Council agenda for the Clerk of the Council. Council members will receive these minutes, the Council Clerks Self Evaluation, and the Personnel Committee's Evaluation to review. These items will be sent through email and a hard copy in the Town Council packets.

MINUTES
Personnel Committee
Page 2
February 7, 2019

ITEM:

4. Executive Session

At 11:40 a.m. Councilor Snyder made a motion to go into Executive Session to discuss the Clerk of the Council's evaluation. Mayor Anwar seconded the motion; and it was approved, unanimously.

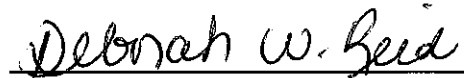
The following individuals went into Executive Session: Mayor Saud Anwar, Councilor Karen Lydecker, and Councilor Janice Snyder.

At 11:59 a.m. Mayor Anwar made a motion to adjourn the Executive Session. Councilor Snyder seconded the motion; and it was approved, unanimously.

5. Adjournment

At 11:59 a.m. Mayor Anwar made a motion to adjourn the Personnel Committee meeting. Councilor Snyder seconded the motion; and it was approved, unanimously.

Respectfully submitted,



Deborah W. Reid
Clerk of the Council