

PERSONNEL COMMITTEE
TOWN OF SOUTH WINDSOR

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July 7, 2020

Sprenkel Room – South Windsor Town Hall

1. Call Meeting to Order

The meeting was called to order at 12:30 p.m.

Deputy Mayor Pendleton explained that there was a very recent change in the Personnel Committee membership approved by the Mayor on July 8, 2020. Councilor Hockenberry would be added to the Personnel Committee, and Councilor Lydecker would be removed due to scheduling conflicts.

2. Roll Call

Members Present: Deputy Mayor Liz Pendleton
Councilor Mary Justine Hockenberry
Councilor Janice Snyder

3. Discussion Items

A. Evaluation Process

Deputy Mayor Pendleton asked the Committee if they would like to review the Town Manager first, then the Clerk of the Council. The Committee agreed.

4. Executive Session

At 12:32 p.m., Councilor Snyder made a motion to go into Executive Session to discuss personnel issues (Town Manager and Clerk of the Council's Evaluation Review).

The following individuals went into Executive Session: Deputy Mayor Pendleton, Councilor Hockenberry, Councilor Snyder. Councilor Hockenberry seconded the motion, and it was approved unanimously.

Councilor Snyder made a motion to adjourn the Executive Session at 3:01 p.m. Councilor Hockenberry seconded the motion, and it was approved unanimously.

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5. Other Business

A. Schedule Evaluation Review with the Town Manager and Clerk of the Council

The Committee discussed having the Clerk of the Council put her current evaluation into a new format for the next Personnel Committee meeting that is tentatively scheduled on Monday, July 13th at 4:30 p.m. Deputy Mayor Pendleton would like to have a tentative Town Council Special Meeting to review evaluations with the Town Manager and Clerk of the Council on Monday, July 27.

B. Schedule Evaluation Review with the Council

The Personnel Committee discussed calling a Town Council Special Meeting on Monday, July 13th at 7:00 p.m. along with the Special Town Council Meeting on Monday, July 27th at 7:00 p.m. to discuss the evaluations. Deputy Mayor Pendleton would be creating the draft schedule to send to the Town Council.

6. Adjournment

At 3:12 p.m., Councilor Snyder made a motion to adjourn the Personnel Committee meeting. Councilor Hockenberry seconded the motion, and it was approved unanimously.

Respectfully submitted,

Ashley Booth
Recording Secretary