

**PERSONNEL COMMITTEE**  
**TOWN OF SOUTH WINDSOR**

**Minutes**

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**December 1, 2020**

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**Virtual Meeting**

**1. Call Meeting to Order**

The meeting was called to order at 4:03 p.m.

**2. Roll Call**

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

Others Present: Ashley Booth, Executive Assistant

**3. Adoption of Minutes (November 12, 2020)**

Councilor Snyder made a motion to approve the November 12, 2020 minutes. Councilor Hockenberry seconded the motion, and they were approved unanimously.

**4. Discussion Item**

**A. Social Justice Training**

Deputy Mayor Pendleton explained that the Town Council would be receiving training. After training is complete, this item will be removed.

**B. Review and Approve the Job Description for the Clerk of the Council**

Deputy Mayor Pendleton discussed having the Clerk of the Council maintain all of the website Board and Commission listings instead of having the individual secretaries maintain them. Councilor Snyder said adding that to the job description may be too detailed, and that the second paragraph under "Examples of Essential Job Functions" should cover that duty. Maintaining Board and Commission attendance is a duty but is not included.

Councilor Snyder suggested adding the wording "Maintains and updates membership and attendance of Boards and Commissions" in the second paragraph of "Examples of Essential Job Functions", right before the sentence beginning with "Schedules and coordinates".

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**ITEM:**

**4. B. (Continued)**

Councilor Snyder made a motion to approve the job description as amended. Councilor Hockenberry seconded the motion, and it was approved unanimously.

Deputy Mayor Pendleton said the amended job description should say "Approved by the Personnel Committee 12/1/2020" on both pages, and it should also be sent to the Town Council for informational purposes only in their next agenda packet.

**C. Review and Approve the Procedures for the Personnel Committee**

Deputy Mayor Pendleton asked if the strikethrough on A.11 is correct. Councilor Snyder said yes. Deputy Mayor said this spells out the process and asked if it includes the Town Attorney. Councilor Snyder said yes, and the wording is at the top. Deputy Mayor was pleased with the addition of Section B and thanked Councilor Snyder for working on this document.

Councilor Snyder made a motion to approve the Procedures for the Personnel Committee. Councilor Hockenberry seconded the motion, and it was approved unanimously.

The Committee would like the approval date of 12/1/2020 added, and the approved document should be sent to the Town Council for a resolution. The draft resolution should be sent to the Personnel Committee for review before being put on the Town Council agenda.

**D. The role of the Personnel Committee under the Town Council Rules and Procedures**

Committee members reviewed the Personnel Committee (Article XI, Section 7) and Performance Evaluation (Article XVIII) articles as presented on page 13 and 15 in the Town Council Rules and Procedures.

On page 15, Councilor Snyder would like to add the Town Attorney sentence from the Procedures of the Personnel Committee. It should read as follows "Clerk of the Council, and any in-house Town Attorney who is established as a Town employee". This same wording should also be inserted in under the Personnel Committee item in page 13.

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**ITEM:**

**4. D (Continued)**

The Committee discussed Section 305 in the Charter with regard to compensation. It was agreed that these proposed changes will also need a resolution from the Town Council.

Councilor Snyder made a motion to make the necessary changes as discussed with regard to the in-house Town Attorney via Town Council Resolution. Councilor Hockenberry seconded the motion, and it was approved unanimously.

**5. Miscellaneous**

Deputy Mayor Pendleton said that the only item to carry over to the next agenda would be Social Justice Training. The Committee discussed having the Clerk of the Council's mid-term review in January 2021. Deputy Mayor Pendleton will ask Vanessa Perry, Assistant Town Manager/ Human Resources Director, for the Clerk's latest evaluation for review beforehand.

The Committee discussed meeting the week before the review to discuss the evaluation in Executive Session. Deputy Mayor Pendleton will confirm the process with Vanessa Perry.

**6. Executive Session**

None

**7. Adjournment**

At 5:09 p.m., Councilor Hockenberry made a motion to adjourn the Personnel Committee meeting. Councilor Snyder seconded the motion, and it was approved unanimously.

Respectfully submitted,

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Ashley Booth  
Recording Secretary