

PERSONNEL COMMITTEE
TOWN OF SOUTH WINDSOR

Minutes

Page 1

January 26, 2021

Virtual Meeting

1. Call Meeting to Order

The meeting was called to order at 4:13 p.m.

2. Roll Call

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

Others Present: Deborah W. Reid, Clerk of the Council

3. Adoption of Minutes (December 8, 2020)

Councilor Snyder made a motion to approve the December 8, 2020 minutes. Councilor Hockenberry seconded the motion, and they were approved unanimously.

Councilor Snyder made a motion to suspend the rules to take Item 6. Executive Session out of order and go to that item before Item 4 and Item 5. Councilor Hockenberry seconded the motion, and it was approved unanimously.

6. Executive Session

At 4:17 p.m., Councilor Snyder made a motion to go into Executive Session to discuss a personnel issue – mid-term review (Debbie Reid, Clerk of the Council). Councilor Hockenberry seconded the motion, and it was approved unanimously.

The following individuals went into Executive Session: Deputy Mayor Pendleton, Councilor Hockenberry, and Councilor Snyder).

At 4:53 p.m., Executive Session ended.

ITEM:

4. Discussion Item

A. Clerk of the Council's Mid-Term Review

Committee members reviewed each item that the Clerk of the Council is rated on, as shown below:

Job Knowledge: it was requested that the Clerk of the Council continue to take classes. The Personnel Committee would like her to take one or two classes by the end of the year. The Clerk of the Council attended training related to social justice and diversity.

Work Quality – The Clerk of the Council's work quality has improved. The Clerk of the Council continues to use Grammarly and spell-check for accuracy on documents.

Problem Solving/Creativity – The Clerk of the Council explained to the Committee members that hard copies of all emails sent to the Council are filed in the Council Office. The Town also has an email archiver to find past emails sent. The Town Manager is part of the Town Council group on the emails, so he receives everything the Council receives. The Clerk of the Council continues to update the monthly spreadsheet of "Pending Issues".

Communications – Committee members agreed that the Clerk of the Council maintains clear and concise written and verbal communication with the Town Council. The Committee would like the Clerk of the Council to organize any public comment emails (TownCouncilComments@southwindsor-ct.gov) prior/during the Town Council meeting that comes in and distributes those emails to the Town Manager so they can be read into the record. Those emails are attached to the minutes.

Dependability – The Committee would like the Clerk of the Council to address the prioritization of agenda items on the agenda with the Sub-Committee that will be established in the future to review the Town Council Rules and Procedures. Committee members agreed that the Clerk of the Council has improved attending to the fine details of Town Council meeting packets, ensuring completion before distribution.

MINUTES
Personnel Committee
Page 3
January 26, 2021

ITEM:

5. Miscellaneous

Deputy Mayor Pendleton stated that the Personnel Committee does not have to meet until April and requested the Clerk of the Council schedule a Personnel Committee meeting for early April.

7. Adjournment

At 5:29 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,

Deborah W. Reid
Clerk of the Council