

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

**Minutes**

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**November 24, 2021**

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**Caucus Room**

**1. Call Meeting to Order**

The meeting was called to order at 11:07 a.m.

**2. Roll Call**

Members Present: Deputy Mayor Steven King, Jr.  
Councilor Marek Kozikowski  
Mayor Elizabeth Pendleton

Others Present: Michael Maniscalco, Town Manager  
Vanessa Perry, Assistant Town Manager/Director of Human  
Resource

**3. Election of Officer**

Councilor Kozikowski made a motion to nominate Mayor Pendleton as Chairperson.  
Deputy Mayor King seconded the motion.

There were no other nominations made.

The motion was approved unanimously.

**4. Adoption of Minutes (June 18, 2021)**

Councilor Kozikowski made a motion to approve the minutes of June 18, 2021. Deputy Mayor King seconded the motion, and they were approved unanimously.

**5. Discussion Item:**

**A. Position of Clerk of the Council**

Mrs. Perry explained that the job had been posted and would close on November 29, 2021. The Personnel Committee will screen the applications with the help of Mrs. Perry. The first round of interviews should consist of approximately eight applicants and will be held through Zoom. The second round of interviews should consist of two or three individuals and will be held in person. Sample questions will be sent to the Council for review and determination for use in the interview process. During the process of the second interviews, testing of applicants will take place.

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**5. Discussion Item (*Continued*)**

Committee members recommend the following process that needs to be finalized at the December 6, 2021, Town Council Meeting:

Wednesday, December 1, 2021 - the Personnel Committee will meet at 12:00 p.m. to review applications. Mrs. Perry will attend, if available.

Monday, December 13, 2021 – The Personnel Committee will hold the first interviews beginning at 8:15 a.m.

Thursday, December 16, 2021 - second interviews will be held at 4:00 p.m. with the entire Council during the Executive Session at a Special Town Council Meeting. If the Council chooses to have just the Personnel Committee conduct the interviews, the interviews will begin at 9:00 a.m. References will be called following the interviews. There will be an Executive Session discussion after the interviews to discuss the final candidate and salary. An offer can then be made.

Monday, December 20, 2021 - the Council will hold an Executive Session during its Regular Meeting to finalize the details of the new hire. Following Executive Session, there will be a resolution appointing the Clerk of the Council.

**6. Adjournment**

At 12:06 p.m., Deputy Mayor King made a motion to adjourn the meeting. Councilor Kozikowski seconded the motion, and it was approved unanimously.

Respectfully submitted,

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Deborah W. Reid  
Clerk of the Council