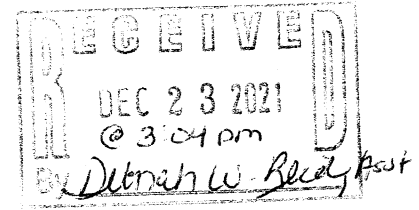


**PERSONNEL COMMITTEE
TOWN OF SOUTH WINDSOR**



Minutes

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December 22, 2021

Caucus Room

1. Call Meeting to Order

The meeting was called to order at 1:02 p.m.

2. Roll Call

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

Others Present: Vanessa Perry, Assistant Town Manager/Director of HR

3. Adoption of Minutes (December 1, 2021)

Deputy Mayor King made a motion to approve the minutes of December 1, 2021. Councilor Kozikowski seconded the motion, and they were approved unanimously.

4. Executive Session

At 1:07 pm Councilor Kozikowski made a motion to go into Executive Session to Review & Discuss Applications for the position of Clerk of the Council and invited Vanessa Perry, Assistant Town Manager/Director of HR. Deputy Mayor King seconded the motion, and it was approved unanimously.

5. Discussion Item

A. Finalize Hiring Process Schedule

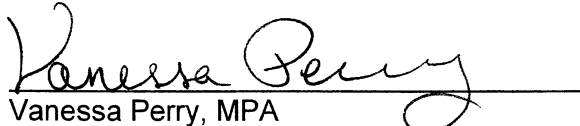
The applicants selected for interviews will be interviewed by the Personnel Committee on January 5, 2022 during a Personnel Committee Executive Session. The meeting will start at 8:45 am and will be conducted via Zoom. The Personnel Committee will bring forward 2-4 applicants to be interviewed by the Town Council during a Special Town Council Meeting on January 10, 2022 at 6 pm in the Council Chambers. The 2nd Interviews will consist of about 20-30 minutes with the Council answering questions and then they will have 40 minutes to complete a written and computer test. Following the interview process, the Council will select a finalist and discuss the details of the offer that will be made and will inform the Assistant Town Manager/Director of HR of such. The Assistant Town Manager/Director of HR will call the references of the final candidate on January 11th. If references are positive, she will then extend the offer to the candidate, with details discussed by the Council. The candidate will be expected to accept the offer by January 15, 2022. The candidate will then be appointed at the January 18, 2022 Regular Town Council Meeting.

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6. Adjournment

At 2:11 p.m., Councilor Kozikowski made a motion to adjourn the meeting. Deputy Mayor King seconded the motion, and it was approved unanimously.

Respectfully submitted,


Vanessa Perry, MPA
Assistant Town Manager/Director of HR