

**PERSONNEL COMMITTEE
TOWN OF SOUTH WINDSOR**

Minutes

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February 23, 2022

Virtual Meeting

1. Call Meeting to Order

The meeting was called to order at 11:11 am

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 (January 5, 2022 & February 15, 2022)

Deputy Mayor King made a motion to approve the minutes of January 5, 2022 and February 15, 2022. Councilor Kozikowski seconded the motion, and they were approved unanimously.

4. Executive Session

At 11:13 am Deputy Mayor King made a motion to go into Executive Session to the position of Clerk of the Council and invited Vanessa Perry, Assistant Town Manager/Director of HR. Councilor Kozikowski seconded the motion, and it was approved unanimously.

At 11:54 am, the regular meeting reconvened. Deputy Mayor King made a motion to suspend the rules to add a Resolution approving the updated Job Description and a Resolution to authorize the Assistant Town Manager/Director of HR to work with a Temp Agency. Councilor Kozikowski seconded the motion, and they were approved unanimously.

Councilor Kozikowski made a motion to approve the Job Description as discussed in Executive Session. Deputy Mayor King seconded the motion, and it was approved unanimously.

Deputy Mayor King made a motion to authorize Vanessa Perry, Assistant Town Manager/Director of HR to work with a Temp Agency to fill the vacant position on a temporary basis while the hiring process is taking place for a permanent replacement. Councilor Kozikowski seconded the motion, and it was approved unanimously.

5. Adjournment

At 11:56 am, Deputy Mayor King made a motion to adjourn the meeting. Councilor Kozikowski seconded the motion, and it was approved unanimously.

Respectfully submitted,

Vanessa Perry, MPA
Assistant Town Manager/Director of HR