

**PERSONNEL COMMITTEE  
TOWN OF SOUTH WINDSOR**

**Minutes**

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**March 2, 2022**

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**Virtual Meeting**

**1. Call Meeting to Order**

The meeting was called to order at 11:07 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 (February 23, 2022)**

Deputy Mayor King made a motion to approve the minutes of February 23, 2022. Councilor Kozikowski seconded the motion, and they were approved unanimously.

**4. Discussion Items**

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

Vanessa Perry, Assistant Town Manager/Director of HR informed the Committee that she has been in contact with the Temp Agency. An agreement has been signed and the Agency had posted the position. They received a few applications but one seemed to be the best fit and the individual was willing to work the evening hours to cover the Council Meetings. The Agency is meeting with that individual on March 2<sup>nd</sup> to confirm details. The Agency had initially informed Ms. Perry that the individual could potentially start as soon as this upcoming Friday, but was later informed that the individual is currently working another assignment and wanted to give that employer ample notice. Ms. Perry will provide an update once she knows more details.

Ms. Perry also informed the Committee that the permanent position has been posted and as of this date, one application has been received.

There was a brief discussion about the possibility of the night meetings being a deterrent.

Ms. Perry will forward a Job Posting blurb to the Committee Members for them to post on their personal social media pages to help spread the word.

**5. Executive Session – NONE**

**6. Miscellaneous**

Deputy Mayor King made a motion to suspend the rules to add Section 6 to this Agenda as well as future agendas with the topic of Miscellaneous. Councilor Kozikowski seconded the motion, and they were approved unanimously.

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Mayor Pendleton explained that it is the responsibility of the Personnel Committee to conduct the yearly evaluations for the Clerk of the Council Position as well as the Town Manager Position. This process will be starting soon. Assistant Town Manager/Director of HR will forward the timeline of this process to the Committee.

**7. Adjournment**

At 11:19 am, 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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Vanessa Perry, MPA  
Assistant Town Manager/Director of HR