

**PERSONNEL COMMITTEE
TOWN OF SOUTH WINDSOR**

Minutes

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March 9, 2022

Virtual Meeting

1. Call Meeting to Order

The meeting was called to order at 11:04 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 (March 2, 2022)

Deputy Mayor King made a motion to approve the minutes of March 2, 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 daily. The Agency had informed Ms. Perry that as they find a qualified individual, the individual then states they aren't interested because of the evening meetings. An acquaintance of one of our employees reached out and said that she is retired and would be interested in the temporary position. She will be working 30-37.5 hours per week during normal business hours creating agendas and preparing minutes at a \$20/hr rate. The Town Manager's Assistant and Ms. Perry will be covering the night meetings. The contract with the Temp Agency has been cancelled.

5. Executive Session – NONE

6. Miscellaneous

The Committee briefly discussed the Evaluation process. They will be keeping a standing Wednesday, 11 am meeting until further notice with the addition of an Executive Session to discuss the Town Manager's Evaluation starting April 6, 2022.

7. Adjournment

At 11:20 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