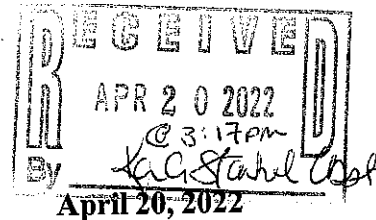


PERSONNEL COMMITTEE
TOWN OF SOUTH WINDSOR



Minutes

Virtual Meeting

1. Call Meeting to Order

The meeting was called to order at 11:03 a.m.

2. Roll Call

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

Others Present: Scott Nolan, Clerk of the Council

3. Adoption of Minutes (April 13, 2022)

Deputy Mayor King made a motion to approve the minutes of the April 13, 2022 personnel committee meeting. Councilor Kozikowski seconded the motion, and they were approved unanimously. **MOTION CARRIES.**

4. Discussion Items

A. Review the most current evaluation document.

Mayor Pendleton provided an update to committee members regarding the necessary performance evaluation documents and informed members of the committee that Councilor Kozikowski had updated the Evaluation form to correct some necessary formatting issues. Councilor Kozikowski suggested merging items # 5 (Management & Workload Delegation to Town Staff) and item #7 (Management & Leadership Relationships to Address Challenges) and that once feedback from the Town Council was discussed the committee would note the appropriate changes.

B. Review the last approved Performance Evaluation of the Town Manager

Mayor Pendleton requested that members of the committee review the Town manager's previous anticipated goals to see if the Town Manager achieved them or not. Mayor Pendleton informed members that they should be cognizant of which goals councilors would like to see Town Manager, Michael Maniscalco meet in the future. Mayor Pendleton suggested discussing the areas of major responsibilities and goals that each member of the Personnel Committee should give their opinion on whether or not Mr. Maniscalco met his goals or not. Councilor Kozikowski inquired on whether or not there had been any staff-wide training throughout the review period and that any training should be captured.

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C. Self-Evaluations (direct employees to complete a self-evaluation – receive responses before mid-May).

Mayor Pendleton informed members of the committee that a self-evaluation form for Mr. Maniscalco was approved and ready for distribution and asked Scott Nolan, Clerk of the Council to distribute the Self-Evaluation form to Mr. Maniscalco.

D. Identify timetable for review process for Committee and Town Council Executive Sessions).

Mayor Pendleton informed members of the committee that an updated Personnel Committee evaluation timeline had been provided to include when the personnel committee should be discussing particular items. Mayor Pendleton directed Scott Nolan, Clerk of the Council to notify all Town Council members that Councilor feedback is due April 27, 2022, and that a reminder should be sent out. Councilor Kozikowski clarified the councilor's input and review process and asked if the information was going to be compiled and that duplicate comments should be compounded.

5. Executive Session

At 11:25 a.m. Deputy Mayor King made a motion to go into Executive Session for discussion and presentation of the Personnel Committee's evaluation of Town Manager, Michael Maniscalco. Councilor Kozikowski made a motion to amend the original motion to include the invitation of Scott Nolan, Clerk of the Council to join in Executive Session and it was approved unanimously **MOTION CARRIES.**

At 11:27 a.m. Deputy Mayor King made a motion to return to the regularly scheduled Personnel Committee Meeting. The motion was seconded by Councilor Kozikowski and was approved unanimously. **MOTION CARRIES.**

6. Miscellaneous

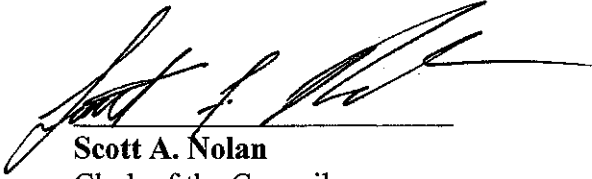
Mayor Pendleton noted to members of the committee that she appreciated the dedication, commitment, and accomplishment that is going to be achieved because the committee is meeting on a weekly basis.

7. Adjournment

There being no more business to come before the meeting, Deputy Mayor King made a motion to adjourn the Personnel Committee meeting at 11:28 a.m., which was seconded by Councilor Kozikowski and it was approved unanimously. **MOTION CARRIES.**

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Respectfully submitted,



Scott A. Nolan
Clerk of the Council