

PERSONNEL COMMITTEE
TOWN OF SOUTH WINDSOR

Minutes

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July 13, 2020

Virtual Meeting

1. Call Meeting to Order

The meeting was called to order at 4:39 p.m.

2. Roll Call

Members Present: Deputy Mayor Liz Pendleton
Councilor Mary Justine Hockenberry (arrived at 4:48 p.m.)
Councilor Janice Snyder

3. Discussion Items

A. Schedule for July 2020

Deputy Mayor Pendleton explained that there had been missing evaluations and information from past years, and she would like to improve the process. All information and evaluations will be filed in a centrally located file within the Human Resources Department. The Town Manager and Clerk of the Council will be given a copy of their evaluation.

Deputy Mayor Pendleton then suggested that the Personnel Committee meets at a later time to draft the duties, procedures, and/or mission statement of the Personnel Committee. These documents will also be filed in the Human Resources Department. Councilor Snyder suggested that the process for the Committee also be established in the Town Council Rules and Procedures. Clerk of the Council Debbie Reid stated that the duties, procedures, and/or mission statement could also be filed with the strategic planning documents for Boards and Commissions.

4. Executive Session

At 4:54 p.m., Councilor Snyder made a motion to go into Executive Session to discuss personnel evaluations (Town Manager and Clerk of the Council). Councilor Hockenberry seconded the motion, and it was approved unanimously.

The following individuals went into Executive Session: Deputy Mayor Pendleton, Councilor Hockenberry, and Councilor Snyder.

The Regular Meeting reconvened at 6:14 p.m.

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Councilor Snyder made a motion to adjourn the Executive Session at 6:14 p.m. Councilor Hockenberry seconded the motion, and it was approved unanimously.

5. Adjournment

At 6:15 p.m., Councilor Snyder made a motion to adjourn the Personnel Committee meeting. Councilor Hockenberry seconded the motion, and it was approved unanimously.

Respectfully submitted,

Deborah W. Reid
Recording Secretary