

PERSONNEL COMMITTEE
TOWN OF SOUTH WINDSOR

Minutes

Page 1

October 29, 2020

Virtual Meeting

1. Call Meeting to Order

The meeting was called to order at 11:00 a.m.

2. Roll Call

Members Present: Deputy Mayor Liz Pendleton
Councilor Mary Justine Hockenberry
Councilor Janice Snyder

Others Present: Deborah Reid, Clerk of the Council

3. Adoption of Minutes (October 22, 2020)

Councilor Snyder made a motion to approve the October 22, 2020 minutes. Councilor Hockenberry seconded the motion, and they were approved unanimously.

4. Discussion Item

A. Clerk of the Council's Job Description

Committee members reviewed the revised job description of the Clerk of the Council and made changes, as shown in attached **Exhibit A** (in bold).

B. Clerk of the Council's Work Schedule

Committee members discussed the hours worked by the Clerk of the Council and wanted to make sure that all hours are documented. The Clerk of the Council explained that the hours she works are documented on a weekly time sheet, which is submitted to the Mayor, Vanessa Perry, who is the Assistant Town Manager, and the Finance Department.

C. Social Justice Training

Mr. Michael Maniscalco, Town Manager, will be scheduling training for all Town staff. Committee members stated that the Clerk of the Council should be included in this training.

MINUTES
Personnel Committee
Page 2
October 29, 2020

ITEM:

4. Discussion Item (*Continued*)

D. The Personnel Committee's Role under the Town Council's Rules and Procedures

Committee members discussed the establishment of the Personnel Committee on December 20, 1993, and voiced concerns regarding statements made in the November 15, 1993 minutes. In those minutes, it discussed compensation for the Town Manager and Town Attorney. It should have been made clear that the Personnel Committee would be responsible for the compensation of the Town Attorney, only if the Town Attorney is a staff member, but not if the Town hires a firm. There was no mention of the Clerk of the Council.

Committee members felt that procedures should be established for the Personnel Committee. Councilor Snyder will draft procedures, and they will be discussed at the next Personnel Committee meeting.

5. Miscellaneous

Deputy Mayor Pendleton requested the Clerk of the Council to send Charter sections related to the Town Attorney to the Committee.

The next Personnel Committee meeting was scheduled for Thursday, November 12, 2020, at 10:00 a.m. The following items should be included on the agenda: Social Justice Training and The Personnel Committee's Role under the Town Council's Rules and Procedures.


6. Executive Session

None

7. Adjournment

At 11:28 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, Clerk of the Council

TOWN OF SOUTH WINDSOR CLERK OF THE COUNCIL

NATURE OF WORK

The top priority of this position is to perform all functions, administration, and operations of the South Windsor Town Council.

Performs secretarial and office administrative work of a complex and responsible nature for the Mayor and **members** of the Council.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

Receives direction from Mayor and Councilors. Plans and organizes Council work according to established or standard office procedures and/or in compliance with Charter, Statutes, and FOI requirements. Types and transcribes letters, reports, and meeting minutes from rough draft, transcription equipment, or notes. Composes correspondence, reports, and other Council related materials. Provides information and directs the public as necessary. Receives and processes various reports, petitions, communications, proclamations, and certificates as necessary.

Maintains Council's records, processes purchase requisitions, performs related bookkeeping duties, gathers materials, data, and other information for review by the Mayor and Council members, and prepares complex statistical and narrative reports. Organizes and prepares materials for publication such as administrative regulations, legal notices, and activity schedules. Schedules and coordinates the use of Town-owned buildings and facilities. Knowledge of Roberts Rules of Order pertinent to the administration of Council, Committee, and Sub-Committee meetings **and confer with the Town Attorney as necessary.**

Assists in the preparation and monitoring of the Council budget. Establishes and maintains various Council records and files. **Working knowledge of** appropriate technology **utilized by the Town** to enter and retrieve information.

OTHER JOB FUNCTIONS

Attends meetings, prepares and processes agenda, documents, legal notices, and minutes for Standing Committees, Committees, and Sub-Committees directly reporting to the Council. Performs other duties and assignments as directed by the Council.