

**PERSONNEL COMMITTEE**  
**TOWN OF SOUTH WINDSOR**

**Minutes**

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**November 12, 2020**

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**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 29, 2020)**

Councilor Snyder made a motion to approve the October 29, 2020 minutes. Councilor Hockenberry seconded the motion, and they were approved unanimously.

**4. Discussion Item**

**A. Social Justice Training**

Deputy Mayor Pendleton explained that the Town Council would be receiving training. After training is complete, this item will be removed.

**B. Review and Approval of the Job Description for the Clerk of the Council**

Councilor Snyder made a motion to approve the job description for the Clerk of the Council with a notation on the bottom of the job description to reference the November 2, 2020 letter. Councilor Hockenberry seconded the motion; and it was approved unanimously.

The Committee discussed having the November 2, 2020 letter as an addendum to the job description. On the bottom of the job description, it should read "See Attached Addendum." At the next meeting, this will be reviewed.

Councilor Snyder made a motion to withdraw the motion to approve the job description in order to wait for a draft of the addendum. Councilor Hockenberry seconded the motion, and it was approved unanimously.

**ITEM:**

**4. Discussion Item (*Continued*)**

**C. Review and Approval of the letter drafted by Vanessa Perry, Assistant Town Manager/Director of Human Resources**

Committee members discussed a change in the last bullet item of the letter. Presently it says, "Your weekly timecard should be forwarded by email to the Mayor for approval by Friday evenings. He will then forward it to Vanessa Perry, Assistant Town Manager/Director of Human Resources, by Monday morning at 9 am for processing to Payroll." With the change discussed, the bullet item will read, "Your weekly timecard should be forwarded by email to the Mayor for approval by Friday evenings. He will then forward it to Vanessa Perry, Assistant Town Manager/Director of Human Resources, and Debbie Reid, Clerk of the Council, by Monday morning at 9 am for processing to Payroll.

Councilor Snyder made a motion to approve the letter drafted by Vanessa Perry, Assistant Town Manager/Director of Human Resources, with the suggested change. Councilor Hockenberry seconded the motion, and it was approved unanimously.

**D. Draft Procedures for the Personnel Committee**

Committee members reviewed the draft Personnel Committee Procedures. In the first paragraph, it should state when the role of the Committee was established (12/20/93). Also, in a separate paragraph at the top, language should be added regarding the Town Attorney (This process shall also apply to an in-house Town Attorney).

Sections of the Town Charter will be referenced (303, 305, and 403), which gives the Town Council the authority to compensate the Town Manager and Clerk of the Council.

In Section IX., item d. to read, "Copy for the Personnel Committee file at Town Hall."

Committee members will review the revised draft at their next meeting.

**ITEM:**

**4. Discussion Item (*Continued*)**

**E. The Role of the Personnel Committee under the Town Council Rules and Procedures**

Committee members discussed adding a statement regarding the Town Attorney (this process shall apply to an in-house Town Attorney) in the Town Council Rules and Procedures, Article XI – Committees, Section 7 – Standing Committees, under the description of the Personnel Committee.

**5. Miscellaneous**

Committee members stated that they would like this process to be complete by December 21, 2020.

The next Personnel Committee meeting is scheduled for December 3, 2020, at 10:00 a.m. The Clerk of the Council received a call from Deputy Mayor Pendleton requesting the meeting date be changed to December 1, 2020, at 10:00 a.m.

**6. Executive Session**

None

**7. Adjournment**

At 11:40 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,

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Deborah W. Reid  
Clerk of the Council