

# PERSONNEL COMMITTEE

## TOWN OF SOUTH WINDSOR

Minutes

June 22, 2022

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### Virtual Meeting

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#### 1. Call Meeting to Order

The meeting was called to order at 11:05 a.m.

#### 2. Roll Call

Members Present: Mayor Elizabeth Pendleton  
Deputy Mayor Steven King, Jr.  
Councilor Marek Kozikowski - arrived at 11:06 a.m.

Others Present: Vanessa Perry, Assistant Town Manager

#### 3. Adoption of Minutes (June 1, 2022)

Deputy Mayor Steven King, Jr. made a motion to approve the Minutes of the June 1, 2022 Personnel Committee Meeting. Mayor Elizabeth Pendleton seconded the motion, and they were approved by a unanimous voice vote. **MOTION CARRIES.**

#### 4. Discussion Items

##### A. Status Update: Clerk of the Council Position

Ms. Perry explained that the Administrative Secretary in the Town Manager's Office will be handling typing up the Town Council's minutes. The Town Manager's Executive Assistant will be putting the Town Council agendas together and distributing the packets. She will also be covering the Town Council Meeting as Clerk at the June 27, 2022 meeting because Ms. Perry will not be in attendance.

#### 5. Executive Session

Deputy Mayor Steven King, Jr. made a motion to go into Executive Session at 11:10 a.m. to discuss the applications received for the Clerk of the Council position. The motion was seconded by Councilor Marek Kozikowski and it was approved by a unanimous voice vote. Councilor Marek Kozikowski invited Ms. Perry to attend. **MOTION CARRIES.**

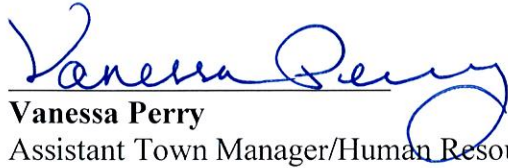
Mayor Pendleton announced to the public that the job will be reposted for an additional 3 weeks.

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**6. Adjournment**

Deputy Mayor Steven King, Jr. made a motion to adjourn the Personnel Committee meeting at 11:19 a.m., which was seconded by Councilor Marek Kozikowski and it was approved by unanimous voice vote. **MOTION CARRIES.**

Respectfully submitted & attested,

  
**Vanessa Perry**  
Assistant Town Manager/Human Resources Director