



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

**BOARD OF SELECTMEN
Personnel Sub-Committee
Special Meeting – Wednesday August 9, 2017
7:30 AM – Simsbury Town Offices – Room 103**

Minutes

(Completed by Chair Chris Kelly)

1. Call to Order

The meeting was called to order at 7:30 AM. Present were Selectperson's Chris Kelly and Cheryl Cook, and Director of Administrative Services Tom Cooke, and Deputy Director of Administrative Services Melissa Appleby.

2. Pledge of Allegiance

3. Public Audience

No comments were made in public audience

4. Review of Minutes: April 5, 2017

There were no suggested changes to the minutes.

5. Review and Approval of Position Description – Director of Community and Social Services.

Tom Cooke reviewed the updated job description for the former Director of Social Services position. Tom highlighted:

- The review of the position is occurring due to the incumbent retiring
- The position had not been updated since 1990
- The "Community" element was added to the title to reflect the extent that the position is involved in educating and communicating to residents. The example given was the role in supporting the Community for Care committee.
- The position was extensively revised to reflect all aspects of the role.
- There is no job grade change associated with the revision.

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8:30 – 7:00 Monday
8:30 – 4:30 Tuesday through Thursday
8:30 – 1:00 Friday

The group then discussed a few items:

- Cheryl Cook pointed out that she liked the change of title to include “Community”.
- Chris Kelly pointed out that he was glad to see a bullet highlighting the role of the individual for coordinating activities with other town functions such as the library and recreation department. He said that a potential key task of the individual would be to fulfill the concept of utilizing Simsbury as a “senior campus”.
- Cheryl Cook pointed out that it was critical that the open position be filled as quickly as possible given the extent to which people know and respect Mickey Lecours-Beck, and depend upon her for counseling services. Tom confirmed that this was important.
- The group discussed the importance of the clarity of roles between this position and the Senior Center Coordinator; who reports to this position.

Cheryl Cook made a motion; seconded by Chris Kelly to approve the revised job description for the Director of Community and Social Services. The motion passed unanimously.

5. Adjourn

A motion was made by Cheryl Cook, seconded by Chris Kelly, and passed by all to adjourn the meeting at 8:15 AM