

From: Rick Bazzano September 28, 2009 9:57:34 AM
Subject: Personnel Sub-Committee Minutes 07/20/2009
To: SimsburyCT_PersMin
Cc:

Board of Selectmen
Personnel Sub-Committee-Special Meeting
July 20, 2009
6:00 p.m.
Simsbury Town Offices-Room #103

Call To Order

A Special Meeting of the Personnel Sub-Committee was called to order at 6:07 p.m. in Room #103 of the Simsbury Town offices on July 20th. Chairman Long and members John Hampton and Moira Wertheimer were in attendance. Brandon Robertson, Director of Administrative Services, was also in attendance.

Review, discuss and possibly approve June 8, 2009 Meeting Minutes

Mr. Long requested a motion to approve the minutes of the June 8th meeting. Mr. Hampton made the motion, which was seconded by Ms. Wertheimer. All were in favor and the minutes were adopted.

Review, discuss and possibly approve approved Personnel Rules and Regulations

Mr. Long reviewed the proposed revision to the Personnel Rules and Regulations. Mr. Long indicated that the Personnel Rules and Regulations should describe the terms and conditions of employment for active employees. Therefore, it was suggested that sections of the Personnel Rules and Regulations dealing with issues pertaining to separated employees, namely sections 9.76 entitled Retirees and 9.80 Pension Plan, be removed from the booklet. It was suggested that these sections be combined under separate cover.

In addition, Mr. Long indicated that Section 9.76 pertains to retiree medical insurance. Mr. Long indicated that the Town's benefit consultants have recommended that the Town review the medical insurance options provided to retirees. Mr. Long asked that Mr. Robertson survey surrounding Towns regarding the plans offered to retirees and report back to the sub-

committee.

Mr. Robertson indicated that, with the approval of the sub-committee, he will discuss the revisions of the Personnel Rules with the Town's Collective Bargaining Units. Assuming no substantive changes result from these discussions, the revised rules will be forwarded to the Board of Selectmen for final action.

Mr. Long requested a motion approving the Personnel Rules and Regulations as prepared, with the exception that sections referring to separated Town employees be removed. Mr. Hampton made the motion, which as seconded by Ms. Wertheimer. All were in favor and the motion was adopted.

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Mr. Robertson indicated that the Town Attorney recommended that the Board of Selectmen approve a version of Chapter 48 of the Town Code of Ordinances to comply with the Town Charter. It was determined that an item to schedule a public hearing to amend the ordinance would be included for discussion on the agenda of the Board of Selectmen meeting scheduled for August 10th.

Receive initial draft of revised Affirmative Action Policy

Mr. Long indicated that a proposed revised Affirmative Action Policy was included in the packet. Mr. Robertson indicated that the Affirmative Action Policy has not been re-adopted in many years. Mr. Robertson indicated that this draft was prepared by Labor Counsel. Mr. Hampton indicated that the draft should be referred to the Human Relations Commission for review.

Following discussion, Mr. Long requested that Mr. Robertson meet with the Human Relations Commission to review the draft and provide an updated draft of the Affirmative Action Plan in advance of the next Personnel Sub-Committee Meeting.

Mr. Robertson indicated that Labor Counsel was also asked to review the Town's Job Application. Mr. Robertson reported that Labor Counsel recommended several revisions. Mr. Long requested that the Job Application be included on the next agenda for review by the Personnel Sub-Committee.

Adjourn to Executive Session to Discuss a Pending Grievance as filed by the Connecticut State Employee's Association Bargaining Unit Pursuant to C.G.S. 1-210 (9)

Mr. Long requested a motion to adjourn to executive session. Mr. Hampton made the motion, which was seconded by Ms. Wertheimer. The motion was unanimously adopted and the Personnel Sub-Committee adjourned to executive session at 6:24 p.m. Mr. Robertson was asked to remain in attendance for the executive session.

Adjourn from Executive Session and Possible Action

Mr. Long requested a motion to adjourn from Executive Session at 6:40 p.m. Mr. Hampton made the motion, which was seconded by Ms. Wertheimer. The Executive Session was adjourned. No action was taken on items discussed in Executive Session.

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Adjourn

Mr. Long requested a motion to adjourn the meeting at 6:41. Ms. Wertheimer made the motion, which was seconded by Mr. Hampton. The motion was unanimously adopted and the Personnel Sub-Committee Meeting was adjourned.

Respectfully Submitted,

Michael Long

Chairman