



Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

BOARD OF SELECTMEN

Personnel Sub-Committee – Special Meeting

Thursday June 21, 2018

7:30 AM

B.O.E. Conference Room, Town Hall, 933 Hopmeadow Street

Minutes

(Completed by Member Chris Kelly)

Call to Order

The meeting was called to order at 7:30. Present were First Selectperson Eric Wellman, Selectperson's Chris Kelly, and Sean Askham. Town Manager Maria Capriola, and Employee Benefits and H.R. Coordinator Eric Gomes.

1. Proposed Job Description Updates

1A: Social and Community Services Director

Sean Askham moved approval of the revised description and Chris Kelly seconded. The motion passed unanimously.

1 B Outreach Worker – Community Social Worker Job Description – Classification - Compensation

The group discussed the content and potential salary ranges for a new Community Social Worker position. The salary ranges are outlined below.

- \$55 - \$70 MSW
- \$45 - \$60 BSW level
-

Sean Askham moved to create position classification job description with the above salary ranges. The motion was passed by Chris Kelly and approved unanimously.

Telephone (860) 658-3230
Facsimile (860) 658-9467

An Equal Opportunity Employer
tcooke@simsbury-ct.gov
www.simsbury-ct.gov

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

3. Board of Assessment Appeals Alternate Appointments

Maria wanted to update the Town Committees on if we have a need for an additional alternate for the Board. The group confirmed that it would be fine to do so. She was going to ask David Gardner to confirm if having an additional alternate makes sense.

3. Town Manager Performance Review Process

Chris provided an update on the decisions regarding the Town Manager Performance Review. The items below were all confirmed as the desired approach.

#	Item	Previous Recommendation
1	Goals	Were adopted by the Board of Selectmen
2	Format	Attached at end of document.
3	Schedule	Year #1: <ul style="list-style-type: none">• Mid-Year Full Review November• Full Year Full Review June Year #2: <ul style="list-style-type: none">• Mid-Year Discussion November• Full Year Full Review June Coincide with budgeting and timing of unaffiliated reviews and increases
4	Process	1. Board Members complete survey review and Town Manager Completes self-review 2. B.O.S. Meets and Reviews consolidated review 3. B.O.S. Meets with Town Manager
5	360 Review	<ul style="list-style-type: none">• A 360 review process can be used as part of a development and teambuilding component to the efforts of the leadership team.

All of the above previous decisions were confirmed. The group did discuss the rating system and identified the following:

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in this category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

Town Manager Review Structure

Qualitative Factors

Factor	Rating	Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
Factor 1 <ul style="list-style-type: none"> • Statement • Statement • Statement 	One rating for Factor	
Factor 2 <ul style="list-style-type: none"> • Statement • Statement • Statement 	One rating for Factor	

Goals

Factor	Rating	Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>
Goal 1 <ul style="list-style-type: none"> • Statement • Statement • Statement 	One rating for Factor	
Goal 2 <ul style="list-style-type: none"> • Statement • Statement • Statement 	One rating for Factor	

Overall Summary

Overall Rating	Summary Comments <i>Strengths, Areas of Development, Areas of Future Focus</i>

Rating	Definition
Outstanding	Superior performance in all skill sets of this category
Above Expectations	Stronger than baseline expected performance in this category
Meets Expectations	Employee routinely completes the primary duties and responsibilities of the position and performance meets expectations
Below Expectations	One or more skill sets in this competency needs to be improved.
Needs Improvement/Development	Employee failed to meet/or correct deficiencies and did not improve in areas previously noted in a performance improvement plan.

The last item is to identify the list of “attributes” to be used in the review process. Maria provided her list and received the following comments.

- Budgeting - Fine
- Org Mgt and Leadership – Fine
- Professional Development – add an element speaking to a behavior of a consistent pattern of feedback. Add Maria’s direct reports doing a good job. Creating a culture of professional development for all levels of the organization.
- Implementation of Goals
- Communication
- Assist by facilitating decision making (alongside) vs. usurping.
- Economic Development
- Sean add “innovative” and “forward looking”
- Progress on Goals – Eliminate

Maria will make an edit to her list and bring them to the next meeting.

6. Minutes

There were no suggested changes to the minutes of May 31 2018.

7. Adjourn

A motion was made by Sean Askham, seconded by Chris Kelly, and passed by all to adjourn the meeting at 8:22 AM