



Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

Personnel Sub-Committee

Regular Meeting

Thursday, January 9, 2020

Main Meeting Room, Town Hall, 933 Hopmeadow Street

MINUTES - ADOPTED

Members Present: Eric Wellman, Wendy Mackstutis, Sean Askham (by phone)

Staff Present: Maria Capriola

The meeting was called to order at 7:30am.

1) Staff Training and Development

Executive coaching options for the Town Manager and leadership team were discussed, as well as a 360 degree evaluation tool for the Town Manager. Ms. Capriola will proceed with this training and development for herself and staff. Additionally, DISC assessments for staff were discussed and upcoming training regarding the same.

2) Vacancies and Reappointments to Boards, Commissions and Committees for Personnel Sub-Committee Review

The group reviewed the list of board and committee members for which the Personnel Sub-Committee plays a role in recommending appointments; re-appointments were reviewed and will be presented to the Board of Selectmen. A status update was provided regarding recruitments for volunteers for the Technology Task Force and the Board of Assessment Appeals.

3) Draft Anti-Harassment Policy

Ms. Capriola presented revisions to the draft policy. The next step will be for Labor Counsel to review the draft. If substantive changes are not recommended by Counsel, a draft will then be presented to the Board of Selectmen. If substantive changes are recommended by Counsel, the draft policy will be presented to this Committee again.

4) Classification and Compensation Work

Staff provided an update on the classification and compensation work related to the (budgetary) re-authorized accountant position, which hasn't been filled since December 2013.

Staff presented a recommendation regarding temporary compensation for the Director of Finance while providing temporary financial services to the Board of Education. Ms. Mackstutis made the motion, seconded by Mr. Askham to recommend to the Board of Selectmen a temporary increase to the Finance Director's salary of 10% while performing

financial management services to the Board of Education. Motion passed unanimously and will be presented to the Board of Selectmen.

5) Approval of Minutes

The minutes of December 12, 2019 were approved by consensus.

Adjourn

The meeting adjourned at approximately 8:30am.

Respectfully Submitted,
Maria Capriola
Town Manager