



# Town of Simsbury

933 HOPMEADOW STREET

SIMSBURY, CONNECTICUT 06070

## **Personnel Sub-Committee**

### **Regular Meeting**

Thursday, July 9, 2020

Virtual Meeting Broadcast Live via SCTV

### **MINUTES - ADOPTED**

**Members Present:** Eric Wellman, Wendy Mackstutis, Sean Askham

**Staff Present:** Maria Capriola, Tom Fitzgerald, Eric Gomes, Kristen Formanek, Lisa Karim

The meeting was called to order at 7:34am.

#### **1) Approval of Minutes**

The minutes of June 11, 2020 were approved by consensus.

#### **2) Classification Work**

##### **a) Teen Services Librarian Classification**

Ms. Capriola and Ms. Karim gave an overview on the background of the current Teen Services Librarian classification, which is currently vacant. Originally created in 2014 as a half Adult Services and half Teen Services position, the demand for Teen Services has increased since then. Management proposed that the item be placed on a different pay grade (from A2 to A3 of the A & P Employees Pay Plan) and update the job description. Ms. Mackstutis motioned to endorse the proposed modifications and paygrade, and should management reach an agreement with the Union to move this recommendation to the full Board of Selectmen. Mr. Askham seconded, all were in favor.

##### **b) Social Services Assistant Classification**

Ms. Capriola and Ms. Formanek gave an overview of the proposed updates to the Human Services Aide including a name change to Social Services Assistant. With the current employee retiring in September and the job description having not been updated since 2002 management felt it was an appropriate time to update the job description. The proposed changes reflect current duties, modern terminology and are largely housekeeping in nature. At present there is no proposed change in paygrade. Mr. Askham motioned to endorse the proposed modifications to the job description and job title, and should management reach an agreement with the Union to move this recommendation to the full Board of Selectmen. Ms. Mackstutis seconded, all were in favor.

##### **c) Recreation Coordinator Classification (Oral Update)**

Ms. Capriola gave an update to the group on the Recreation Coordinator to the group. The Personnel Sub-Committee reviewed and endorsed the classification just prior to the current pandemic. Ms. Capriola informed the committee that the Union has inquired about the position and that there is a chance of establishing a recognition agreement with the Union for the position instead of it being a non-union position.

### **3) FY 19/20 Town Manager Performance Review Process and Timeline**

The Personnel Sub-Committee discussed the process of the yearly performance review conducted by the Board of Selectman. The discussion included the timeline of the process and the survey tool used to conduct the review. A request was made to have “Not Applicable” as an option on the survey.

### **Adjourn**

Mr. Askham motioned to adjourn the meeting. Ms. Mackstutis seconded, all were in favor. The meeting adjourned at 7:52am.

Respectfully Submitted,  
Thomas Fitzgerald  
Management Specialist