

From: Rick Bazzano November 13, 2009 2:50:49 PM
Subject: Personnel Sub-Committee Minutes 11/09/2009
To: SimsburyCT_PersMin
Cc:

Personnel Sub-Committee
November 9, 2009
Regular Meeting

DRAFT MINUTES

Call To Order

Chairman Long called the Personnel Sub-Committee meeting to order at 6:05 p.m. John Hampton and Moira Wertheimer were in attendance. Brandon Robertson, Director of Administrative Services and Tom Roy, Director of Public Works, were also in attendance.

Review, discuss and possibly approve September 14, 2009 Special Meeting Minutes

John Hampton made a motion to approve the minutes as presented. The motion was seconded by Moira Wertheimer. All were in favor and the motion was adopted.

Review, discuss and possibly approve proposed revised Affirmative Action Plan and Application for Employment as recommended by the Human Relations Commission

John Hampton made a motion to approve these documents. Moira Wertheimer seconded the motion. All were in favor and the motion was adopted.

Review, discuss and possibly approve Fleet Maintenance Supervisor Job Description

Following discussion, Moira Wertheimer made a motion to approve the job description as presented. John Hampton seconded the motion. All were in favor and the motion was adopted.

Review, discuss and possibly approve proposed revisions to Director of Administrative Services and Administrative Services Clerk Job Descriptions

Following discussion, John Hampton made a motion to approve the revised job

descriptions as recommended. Moira Wertheimer seconded the motion. All were in favor and the motion was adopted.

Review, discuss and possibly authorized advertisement of Director of Administrative Services position

Moira Wertheimer made a motion to approve the advertisement of this position. John Hampton seconded the motion. All were in favor and the motion was adopted.

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Following discussion, John Hampton made a motion to add an item to the agenda for the Personnel Sub-Committee to recommend to the Board of Selectmen the First Selectman be authorized to hire an "interim" Director of Administrative Services. Following discussion, John Hampton made a motion that the Personnel Sub-Committee recommend that the Board of Selectmen authorize the First Selectman to contract with a professional to serve as interim Director of Administrative Services for a period not to exceed six months at a rate not exceeding that of the current incumbent. Moira Wertheimer seconded the motion. All were in favor and the motion was adopted.

Labor relations update

A brief update was provided

Adjourn

The meeting was adjourned at 6:34 p.m.

Respectfully Submitted,