

From: Brett Marchand March 19, 2011 6:44:05 AM
Subject: Personnel Sub-Committee Minutes 12/08/2010
To: SimsburyCT_PersMin
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BOARD OF SELECTMEN

Personnel Sub-Committee – Special Meeting
December 8, 2010
6:45 PM – Simsbury Town Offices – Main Meeting Room

1. Call To Order

A Special Meeting of the Personnel Sub-Committee was called to order at 6:45 p.m. in the Main Meeting Room of the Simsbury Town Offices. Present were: Robert Hensley, Chairman, Selectmen John Hampton and Lisa Heavner. Also present was Tom Cooke, Director of Administrative Services.

2. Consideration of Elimination of “Administrative Services Clerk,” “Part-Time Secretary” and “Assistant Finance Director” Positions and Replacement with “Human Resources/Risk Manager” and “Accounting Manager” Positions

Mr. Hensley noted stated that the only issue before the Committee was to take official action on a change in staffing that was discussed in detail at the prior meeting of the Committee – specifically, the elimination of the three positions – the Administrative Services Clerk position and a Part-Time Secretary position in the First Selectman’s office and an Assistant Finance Director in the Finance Department – and replacement of these positions at an equivalent or reduced overall cost with two positions: a Human Resources/Risk Manager position an Accounting Manager position.

Mr. Hampton made a motion, seconded by Ms. Heavner, that the positions of Administrative Services Clerk, Part-Time Secretary and Assistant Finance Director be eliminated, that the positions of Human Resources/Risk Manager and Accounting Manager positions be created, and that the matter be referred to the Board of Selectmen for its approval. The motion passed unanimously.

3. Adjourn

There being no further business before the Committee, Mr. Hampton made a motion, seconded by Ms. Heavner, that the meeting be adjourned. The motion passed unanimously and the meeting adjourned at 6:50 p.m.