



# Town of Simsbury

933 HOPMEADOW STREET

P.O. BOX 495

SIMSBURY, CONNECTICUT 06070

Thomas F. Cooke - Director of Administrative Services

**BOARD OF SELECTMEN  
Personnel Sub-Committee Meeting  
Thursday April 7, 2016**

**7:30 A.M. – Simsbury Town Offices – Conference Room 103**

**Minutes**

*(Completed by Chair Chris Kelly)*

**1. Call to Order**

The meeting was called to order at 7:31 AM. Sub-Committee Chair Chris Kelly, and member Cheryl Cook were present. Also attending was Thomas Cooke; Deputy Director of Administrative Services, and Eric Gomes; Interim Deputy Director of Administrative Services.

**2. Pledge of Allegiance**

**3. Public Audience**

No comments were made in public audience.

**4. Approval of Minutes of January 11<sup>th</sup> Special Meeting**

No revisions were made to the minutes

**5. Revision of Town Clerk Job Description: Action Taken**

Eric Gomes presented a revised job description for the Town Clerk/Registrar of Vital Statistics.

- The position needs to be updated as the current Town Clerk will be retiring June 1<sup>st</sup> and description has not been updated recently
- The position is a certified position and the revisions were reviewed by the union
- There were no changes to the Grade (A7)
- There were no substantive changes to the position. The changes included
  - Eliminating wording that referred to “manual record keeping” that is now handled electronically
  - Eliminated references to old technology and replaced with current; for example “word processing”
  - Updated the current certification requirements

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

Chris Kelly moved, and Cheryl Cook seconded approval of the revised job description. The motion passed unanimously.

Additionally, Cheryl Cook volunteered to be the Personnel Subcommittee representative on the recruiting and interviewing committee for the hiring of the new Town Clerk/Registrar of Vital Statistics. Chris Kelly or Sean Askham will be the representative on the interviewing group for the Finance Director.

## **6. Priorities of Sub-Committee for 2016 – 2017**

The group discussed and identified the following priorities for the Personnel Subcommittee through the end of the current term (November 2017)

- Complete interviewing and nominating an independent member of the Ethics Commission
- Next generation Performance Review and Compensation process and guidelines:
  - Identify a philosophy, guidelines, and process relative to maintaining competitive compensation to appropriately recruit and retain department heads and employees. The group discussed trying to develop this by end of current fiscal year. This includes the process for managing the competitive salary reviews similar to what was done this year
  - Review and revise the current performance review process to ensure that it meaningful and efficient. This will include looking at the “culture of how individuals give and receive feedback” in addition to the actual process
- Review the Personnel Rules and Procedures by the end of 2016
- Update the organization chart
- Ensure the Personnel Subcommittee is supporting the recruiting process for open department head positions
  - Cheryl Cook – Town Clerk/Registrar of Vital Statistics
  - Chris Kelly or Sean Askham – Director of Finance

## **7. Adjourn**

Cheryl Cook moved the adjournment of the meeting. Chris Kelly seconded the motion. The motion was passed unanimously. The meeting adjourned at 8:35 AM.