



# 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**

**Room 103 – Simsbury Town Hall – 933 Hopmeadow Street, Simsbury**

**Special Meeting – January 11, 2016 – 5:45 p.m.**

## **MINUTES**

### **1. Call to Order**

The meeting was called to order at 5:45 pm. Sub-Committee Chair Chris Kelly and Sub-Committee members Cheryl Cook and Sean Askham were present. Other attendees included Simsbury Public Library Director Lisa Karim, Simsbury Library Board of Trustees Chairperson Marianne O'Neil, Director of Administrative Services Thomas Cooke and Deputy Director of Administrative Services Sean Kimball.

### **2. Pledge of Allegiance**

### **3. Public Audience**

Joan Coe, 26 Whitcomb Drive, stated that this is an important position which should work with young adults and help older residents with employment opportunities in a difficult economic climate. She stressed that it was important to get the right person for the job.

### **4. Action on Proposed Revisions to Business Resource Center Coordinator Position Description**

Ms. Karim explained that she was seeking approval of a Business Resource Center (BRC) Coordinator Position revised to clarify and describe in more detail the duties of the position, as well as to add some functions (such as requiring the BRC Coordinator to be or become a notary) which would enhance the value of the position.

She reviewed the changes set forth in the submission, including required service at the public information service desk to increase the incumbent's visibility to the community, the performance of opening and closing procedures (consistent with other positions at the same grade level), and provision of notary services.

The Sub-Committee questioned Ms. Karim on the proposed changes, and Ms. Cook asked if Ms. Karim had sufficient bandwidth to supervise the position and Ms. Karim responded that she did.

There being no further questions, **Mr. Askham moved recommendation of the approval of the Business Resource Coordinator Description as revised. Ms. Cook seconded the motion and it passed unanimously.**

## **5. Adjourn**

**Mr. Askham moved the adjournment of the meeting. Ms. Cook seconded the motion and it passed unanimously.** The meeting adjourned at 5:52 pm.