

Minutes from Compensation and Personnel Policy Committee – January 15th 2009

In attendance: Claudia O’Connell, Martin Anderson, Lisa Stafford, Roger Kleeman

Absent : Fred Raley

1. Meeting started at 7:08pm. **Reviewed minutes 11/20/08**, agreed to add Authorized Personnel Policy to minutes to clarify. Roger moved to approved. Martin seconded, and all agreed.

2. **Review and approval of meeting schedule for calendar year 2009.** Martin reviewed the calendar meeting schedule for the remainder of the year. Asked for any concerns or issues. Motion by Claudia, and seconded by Roger, to accept these dates for the meeting schedule and will be posted by 1/31.

3. **Update on communiqué on personnel policies to First Selectman’s office.** Martin reiterated that he sent the letter to the Board of Select man according to last meeting minutes. No new information

4. **Current Compensation Data; Pay levels and scales** – Martin requested recent data from Finance Mgr on what is being used as current compensation data for non union personnel. This is the pay scale in force and current at the time. This is the pay levels and hours for non represented personnel. No motion with this, just information shared by the Chair with the committee.

5. Martin and Roger shared an **update on their attendance at the special meeting** of BOS and boards and commissions.

6. **Planning for addressing key priorities for Board development and action.** Martin brought up topic of addressing the priorities for Laura, regarding work of this committee. It appears that she wanted this committee to help create a performance evaluation form/system as the first area of focus. We need to ask Laura who she wants covered under this performance evaluation system. Also, need to know who she might want involved in the process of designing the performance evaluation process. Roger indicated we should note that it would be important to have the road dept included in this performance evaluation process. Claudia said that it shouldn’t be hard to come up with a form. Martin suggested that we confirm with Laura what her objectives are in creating and implementing the performance evaluation. Lisa will follow up with Laura to clarify these objectives, and then bring back to the group at next session. In terms of the Personnel Policy updating request, Martin proposed that we leave the Personnel policy work for a later time. Lisa asked if we should instead concentrate on ensuring the step compensation pay levels are clarified, in order to be properly used by Board, Selectman and this Commission. Lisa raised the question of whether we should tackle this work before the performance evaluation or Personnel Policy revision work. Lisa will follow up with Laura to ask her whether she would find this work helpful and for clarification on priority.

7. Martin raised a motion to adjourn. Lisa seconded motion, and all agreed.

Meeting Adjourned 8:09pm.

