



LORI L. SPIELMAN
First Selectman

STATE OF CONNECTICUT – COUNTY OF TOLLAND
INCORPORATED 1786

TOWN OF ELLINGTON

55 MAIN STREET – PO BOX 187
ELLINGTON, CONNECTICUT 06029-0187
TEL 860-870-3100 FAX 860-870-3102

www.ellington-ct.gov

JAMES M. PRICHARD
Deputy First Selectman

SARAH D. COOK
MELINDA M. FERRY
DAVID E. STAVENS
RONALD F. STOMBERG
JOHN W. TURNER

SPECIAL MEETING
BOARD OF SELECTMEN
PERSONNEL POLICIES COMMITTEE
Monday, November 19, 2018
Commission Room - A

MINUTES

MEMBERS PRESENT: Sarah Cook, Lori Spielman and David Stavens

OTHERS PRESENT: Marie Sauve, Human Resources Coordinator

I. CALL TO ORDER:

Chairman Cook called the meeting to order at 6:18 p.m. in Commission Room A in Town Hall.

II. CITIZENS' FORUM: No one came forward.

III. APPROVAL OF MINUTES

A. September 10, 2018

MOVED (STAVENS), SECONDED (SPIELMAN) AND PASSED UNANIMOUSLY TO APPROVE THE PERSONNEL POLICIES COMMITTEE MEETING MINUTES OF SEPTEMBER 10, 2018.

IV. EXECUTIVE SESSION

A. For the purpose of discussing Attorney-Client Confidential Privileged Communications

MOVED (STAVENS), SECONDED (SPIELMAN) AND PASSED UNANIMOUSLY TO GO INTO EXECUTIVE SESSION AT 6:22 P.M. FOR THE PURPOSE OF DISCUSSING ATTORNEY-CLIENT CONFIDENTIAL PRIVILEGED COMMUNICATIONS.

PRESENT: Sarah Cook, Lori Spielman, David Stavens and Marie Sauve

The BOS came out of Executive Session at 6:26 p.m.

V. UNFINISHED BUSINESS

A. Revisions to the Personnel Rules & Regulations

The BOS Personnel Policies Committee reviewed proposed changes to the Personnel Rules & Regulations. Changes were made to Section 9-2 A. Medical Insurance to reflect the action taken by the Board of Selectmen at their meeting on November 5, 2018 regarding the increase in the health insurance deductibles. Changes to Section 6-3 Reporting Hours Worked was tabled to the next meeting.

VI. NEW BUSINESS

A. Job Application

The PPC reviewed the proposed changes to the Job Application as recommended by the Labor Attorney. No further changes were made.

B. Security Awareness Training Policy

Marie Sauve explained that the Town has contracted with KnowBe4 to implement security awareness training for employees with Town email accounts. The Security Awareness Training Policy addresses the requirements and responsibilities of employees regarding their information security obligations.

MOVED (COOK), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO RECOMMEND THAT THE BOARD OF SELECTMEN CONSIDER ADOPTING THE SECURITY AWARENESS TRAINING POLICY, AS RECOMMENDED BY THE TOWN LABOR ATTORNEY.

C. Discussion re: Appointment of Temporary/Acting Department Heads

Chairman Cook questioned what procedures were in place when appointing temporary or acting Department Heads. Marie Sauve explained that each situation is reviewed on a case-by-case basis and appointments are made in accordance with statutory requirements and the needs of the department. In some cases, the Town has utilized mutual aid or contracted services to provide assistance.

Ms. Cook recommended that the Personnel Policies Committee draft a policy for appointment of temporary/acting Department Heads.

VII. ADJOURNMENT

MOVED (SPIELMAN), SECONDED (STAVENS) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING OF THE BOS PERSONNEL POLICIES COMMITTEE AT 7:19 P.M.

Respectfully submitted,



Marie Sauve