

**Windham Region Transit District**

**Personnel Committee Meeting**

**Friday, January 29, 2016**

**Windham Region Transit District Board Room**

**28 South Frontage Road, Mansfield Center, CT**

**SPECIALMEETING MOTIONS and MINUTES**

**Committee Members Present:**Matt Hart, Tom Currier, Marge Roach, Tom Currier, Terry Coonradt (arr. 2:30p.m.)**Committee Members Excused:**None. **Committee Members Absent:** None. **Other Board Members Present:** A. Marcellino (arr.2:16pm)**Staff Present:**Ellen Grant, Rose Kurcinick, Lisa Seymour, Dagmar Noll  
**Guests Present:**None**Public Present:** None

**1. Call to Order**

Chair Currier called the meeting to order at 2:09pm.

**2. Public Participation**

None.

**3. Meeting Times for Regular Personnel Committee Meetings**

M. Hart MOVED to change the regular meetings of the Personnel Committee to 1:30p.m. T. Currier SECONDED. MOTION PASSED unanimously.

**4. Employee Handbook**

Discussion.

**5. Employee Wages & Benefits**

Presentation of Operator Proposed Wage Increase Schedule. [T. Coonradt arr.] Discussion.M. Hart MOVED to recommend this schedule to the Board while we develop a long-term wage equalization plan. T. Coonradt SECONDED. MOTION PASSED unanimously.

**6. Employee Personnel Policy**

This is currently being reviewed by WRTD's lawyer. Discussion about clarifying holiday pay rules. Discussion about vacation time. MOVED to endorse the sections of the Personnel Policy addressing holiday pay and vacation time for approval by the full board as amended T. Coonradt SECONDED. MOTION PASSED unanimously.

**7. Items for the January 29<sup>th</sup> Meeting of the WRTD Board of Directors**

Presentation of Employee Handbook and Personnel Policy for feedback and possible approval.

**8. Next Meeting Date & Time**

Feb 26, 1:30pm.

**9. Adjourn**

The meeting was adjourned at 3:01pm.

Respectfully submitted by Dagmar Noll.