

**Windham Region Transit District**  
**Personnel Committee Meeting**  
**Friday, February 26, 2016**  
**Windham Region Transit District Board Room**  
**28 South Frontage Road, Mansfield Center, CT**  
**REGULAR MEETING MOTIONS and MINUTES**

**Committee Members Present:** Matt Hart, Terry Coonradt, Tom Currier [arr. 1:48pm] **Committee Members Excused:** None. **Committee Members Absent:** Marge Roach **Other Board Members Present:** None. **Staff Present:** Ellen Grant, Rose Kurcinick, Lisa Seymour, Dagmar Noll **Guests Present:** None. **Public Present:** Noah Lerman, Mansfield

**1. Call to Order**

M. Hart called the meeting to order at 1:37pm.

**2. Public Participation**

None.

**3. Guest Speaker: John Carbone, Access Health CT**

Mr. Carbone could not attend. E. Grant will reach out to him to talk about whether or not Access Health CT is a possible health insurance options for WRTD employees.

**4. Employee Handbook Update**

E. Grant noted that handbook is in the hands of a lawyer for review.

**5. Employee Personnel Policy**

Staff have updated the Personnel Policy per the recommendations of the lawyer and it is ready for distribution to the employees. [T. Currier arr.] T. Coonradt MOVED to endorse the Personal Policy for adoption by the full board. T. Currier SECONDED.

**6. Items for the February 26, 2016<sup>th</sup> Meeting of the WRTD Board of Directors**

Presentation of the WRTD Personnel Policy for feedback and possible approval. M. Hart MOVED to add a Director's Report to today's agenda. T. Coonradt SECONDED. MOTION PASSED unanimously.

**7. Director's Report**

E. Grant reported on staffing levels. Ideally, WRTD would have 7 Dial-A-Ride drivers on the road Monday through Friday, and is currently approaching this level of staffing. Future agenda items: Benefits; Training & Professional Development; Performance Evaluations.

**8. Next Meeting Date & Time**

1:30p.m. April 22, 2016

**9. Adjourn**

The meeting was adjourned at 2:00pm.

Respectfully submitted by Dagmar Noll.