

Windham Region Transit District

Personnel Committee Meeting

Friday, April 22, 2016

Windham Region Transit District Board Room

28 South Frontage Road, Mansfield Center, CT

REGULAR MEETING MOTIONS and MINUTES

Committee Members Present:Terry Coonradt, Tom Currier, Marge Roach [arr. 1:32pm], Matt Hart [arr. 1:32pm]**Committee Members Excused:**None.**Committee Members Absent:** None.**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

T. Currier called the meeting to order at 1:31pm.

2. Public Participation

None. [M. Hart and M. Roach arr.]

3. Training Update

E. Grant reported that WRTD has requested RTAP funding for wheelchair securement training to take place on June 4, 2016.

4. Job Descriptions

E. Grant distributed WRTD's job descriptions, which were updated per the 5311 grant. Recommendation to staff is to add job physical requirements to each job description.

5. Employee Handbook Update

E. Grant reported that the Handbook is still with the attorney.

6. Items for the April 22, 2016th Meeting of the WRTD Board of Directors

None.

7. Next Meeting Date & Time

1:30p.m. June 24, 2016. M. Hart MOVED to add Staff Reports to the agenda. T. Coonradt SECONDED. MOTION PASSED unanimously.

8. Staff Reports

E. Grant talked about the current status of medical and dental insurance quotes.

9. Adjourn

M. Hart MOVED to adjourn. T. Coonradt SECONDED. The meeting was adjourned at 1:46pm.

Respectfully submitted by Dagmar Noll.