

Windham Region Transit District

Personnel Committee Meeting

Friday, August 21, 2026 – 1:30 p.m.

28 South Frontage Road, Mansfield Center, CT

REGULAR PERSONNEL MEETING MOTIONS AND MINUTES

Board Members Present: Rich Williams, Shawn Fillmore

Board Members Absent:

Board Members Excused: Josh Aldrich

Staff / Organizations Present: Corrie Washington, Sonja Hills

1. **Call to Order** – R. Williams called the meeting to order at 1:35 p.m.
2. **Roll Call** – Attendance noted above
3. **Secretary's Report** – S. Fillmore made a motion to approve the minutes from the May 1st, 2026, Personnel Committee meeting. The motion was seconded by R. Williams.
4. **New Business**

a.) Uniform Policy – C. Washington stated the uniform policy should be revisited to simplify the process for employees. The goal is to establish a new policy that gives the operators a specific yearly dollar amount to spend on uniforms. Various styles and colors were discussed along with retailer options. C. Washington will have additional information for the next Personnel Committee meeting.

b.) Sick Time Policy – C. Washington proposed looking into the sick time policy. Currently, HuskyGo and Regional have separate policies. Ideally, a single policy can be created to cover all operators. This will be discussed further in future meetings.

c.) Procurement Policy – C. Washinton stated that the draft for the new procurement policy is almost finished. The new policy is the result of the recent p-card audit. These cards are issued through the state of Connecticut and have specific criteria for allowable expenses. These allowable expenses don't include all the expenses that WRTD allows. To avoid any unnecessary confusion, C. Washington is looking into separate cards issued by WRTD's bank. The procurement policy will be revisited once the new policy is completed.

11. Adjourn –The board meeting was adjourned at 1:55 pm. The next meeting to be held on November 20th, 2026.

Respectfully Submitted,

Shawn Fillmore, Secretary