

**Town of Mansfield
Personnel Committee Meeting**

**Monday, November 16, 2020
GoToMeeting
Virtual Meeting
5:30 P.M.**

Draft Minutes

Members Present: Terry Berthelot (Chair), Ronald Schurin & David Freudmann
Other Council Members Present: Mayor Toni Moran
Staff Present: John Carrington, Holly Schaefer, Noelle Shepard

Terry Berthelot called the meeting to order at 5:34 p.m.

1. PUBLIC COMMENT

Terry Berthelot closed public comment as no members of the public were in attendance or sent in their comments.

2. APPROVAL OF MINUTES

Terry Berthelot asked for a motion to approve the draft minutes from the September 21, 2020 Personnel Committee meeting. Ron Schurin so moved, and David Freudmann seconded. All in favor, motion passed unanimously.

3. PERSONNEL POLICIES AND INTRANET UPDATE TO REFLECT CHANGES

Holly Schaefer, Director of Human Resources, updated the Committee that all changes voted on in the last meeting on September 21, 2020 including those to the non-union personnel employer/employee insurance share percentages, vacation leave allotments, and longevity payments have been officially made in the Personnel Rules as well as communicated to non-union staff.

4. INFORMATION ON CONSENT AGENDA PROPOSAL

Interim Town Manager John Carrington provided the Committee with background information on the consent agenda and its purpose in making meetings more efficient by allowing them to focus on items that typically require debate or discussion. He stated that the Mayor and Town Manager would determine what items would go on the consent agenda, but a counselor could request an item be taken off should they feel it required further discussion. Mayor Toni Moran recommended that during the process of drafting the rules and procedures for consent agendas a clause be added directly stating a counselor could request the removal of an item from the consent agenda. Terry Berthelot stated the next steps would be to review the Town Council's current set of rules and procedures in order to figure out what would need to be updated. No motion required on item.

5. REGISTRAR OF VOTERS COMPENSATION 2021-2022

Holly Schaefer, Director of Human Resources, presented the recommendation to provide the Registrars of Voters along with the Deputy Registrars with a 3.5% wage increase effective January 1, 2021. David Freudmann motioned that the Personnel Committee recommend to the Town Council a 3.5% increase to the

hourly rate of pay for the Registrars of Voters and Deputy Registrars of Voters for the 2021-2022 term. If approved by the Council, effective January 1, 2021, this would set the Registrars' compensation to \$23.62 per hour and the Deputy Registrars of Voters compensation to \$17.72 per hour. Ron Schurin seconded. No further discussion. All in favor, motion passed.

6. 2021 PERSONNEL COMMITTEE MEETING SCHEDULE

Holly Schaefer, Director of Human Resources, presented the potential meeting dates for the Personnel Committee in 2021. John Carrington, Interim Town Manager, recommended that the Committee move to meeting on the fourth Monday of every month instead of the third. All agree to this change. Holly Schaefer stated she would update the dates in the packet to reflect the fourth Monday of every month in 2021 and provide to the Committee. No motion on item.

7. ADJOURNMENT

Terry Berthelot asked for a motion to adjourn meeting. David Freudmann motioned, and Ron Schurin seconded. Meeting adjourned at 6:05pm.

Respectfully submitted,
Noelle Shepard, Human Resources