

**TOWN OF MANSFIELD
PERSONNEL COMMITTEE**

**Monday, December 5, 2011
Audrey Beck Municipal Building, Conference Room B
Minutes**

Members Present: Deputy Mayor Toni Moran (Chair), Denise Keane, Paul Shapiro

Other Council Members Present: Meredith Lindsey

Staff Present: Matt Hart, Town Manager, Maria Capriola, Assistant to Town Manager, Dennis O'Brien, Town Attorney

The meeting was called to order at 6:00p.m.

1. APPROVAL OF MINUTES

The meeting minutes of 10/28/11 were moved as presented by Moran and seconded by Shapiro. The minutes were approved as presented (Moran & Shapiro in favor, Keane abstention).

2. TOWN MANAGER PERFORMANCE REVIEW PROCESS

Moran reviewed the reasons for wanting to update the Town Manager performance review process and evaluation instrument. Julia Novak and Michelle Ferguson with the Novak Consulting Group were guest speakers. Novak provided sample evaluation instruments, information on evaluating a manager (based on ICMA's core competencies), normative feedback v. an annual review, rating scales/factors, and mechanisms for gathering Council feedback. Ms. Novak facilitated a conversation with Hart and Committee members regarding likes and dislikes of the current system and evaluation instrument. Through consensus the Committee agreed to pursue the following:

- Have the Manager utilize a self-evaluation instrument that is the same as the instrument utilized by Council;
- Use a neutral facilitator to obtain feedback from department heads and direct reports of the Manager;
- Utilize a four point rating system instead of a five point rating system. Create definitions for each rating. Keep comment boxes;
- Update the evaluation instrument questions. Determine which questions to keep, drop, modify, or create. Scale back the number of questions but keep the overarching evaluation categories.

Committee members agreed to review the current evaluation instrument and submit recommendations to keep, drop, modify, or create questions to Capriola by January 12, 2012. Once Capriola has received the recommendations they will be distributed to the Committee. The Committee's goal is to create a more effective, less burdensome process and instrument.

3. 2012 REGULAR MEETING SCHEDULE

Shapiro made the motion, seconded by Keane for the Committee to meet the third Tuesday of January and February 2012 and the third Monday of every month for the months of March through December 2012 at 6pm. Any changes to the meeting schedule will be properly noticed. The motion passed unanimously.

4. CHAIR'S REPORT/COMMITTEE ORIENTATION

Moran provided a brief overview of the Committee's work plan/activities and orientation. Binders of Personnel Committee related materials will be prepared and distributed to the new members (Shapiro & Keane) at the January meeting.

5. ETHICS CODE

Moran provided an overview of the Committee's work-to-date on draft revisions to the Ethics Code. The draft was based on many recommendations of the Ethics Board as well as the model municipal code recommended by the State of Connecticut. Keane brought up the following items for discussion:

- Financial disclosure form*
- Personal benefit*
- Conflict of interest (25-7C)*
- Severability*
- Regionalization of Board*
- Timeliness issues (for Board)*
- Code violation penalties*
- Consistency in usage of the phrases "public employee" and "employee"
- Need definition for "political party" and "political committee" (language used in 25-5D) or use "political campaign" in its place.
- Whistleblower protection clause (all set, 25-8J of draft code)
- Gift definition, re: volunteering time - "to the town" should be added
- 25-7B(1) - remove "which to their knowledge." Shapiro and Keane were in favor of removing this language, Moran was opposed.

* indicates items for further discussion

The Committee will have public comment, limited to five minutes per speaker, on future agendas. The meeting adjourned at 8:32 p.m. The next meeting is scheduled for Tuesday, January 17, 2012.

Respectfully Submitted,
Maria E. Capriola, M.P.A.
Assistant to Town Manager