

**Personnel Committee  
Monday, June 15, 2015  
Council Chambers, Beck Municipal Building**

**Minutes**

Members Present: Toni Moran (Chair), Alex Marcellino, Elizabeth Wassmundt

Staff Present: Maria Capriola, Matt Hart

The meeting was called to order at 4:00pm. Due to the size of the audience, the meeting was moved (and posted) from Conference Room B to Council Chambers.

**1. PUBLIC COMMENT**

Martha Kelly, Mansfield. Ms. Kelly disclosed her affiliation with the Mansfield Board of Education and indicated that she was speaking as an individual. Ms. Kelly expressed her opposition to staff being able to accept cash value gifts.

**2. MINUTES**

The minutes of 1/20/15 were moved by Wassmundt, seconded by Marcellino and unanimously approved as presented.

**3. ETHICS CODE APPLICABILITY TO MBOE EMPLOYEES**

Dr. Kiesel and Jay Rueckl provided an overview of the MBOE's review of this issue. They discussed differences between their policy revisions and the Personnel Committee's recommendations:

- Incidental gifts can't exceed \$25 (v. \$10 as suggested) with no limit on the number of incidental gifts
- Group gifts can't exceed \$150 (v. \$100 as suggested)

Dr. Kiesel emphasized that it will be important to educate students and parents as to what is considered a meaningful and appropriate gift to ensure that violations of the MBOE's Ethics Policy do not occur.

Wassmundt made the motion to hold a joint meeting between the Personnel Committee and the Board of Ethics to discuss this topic further. Marcellino seconded the motion. The motion failed with Wassmundt voting in favor and Marcellino and Moran voting against.

Wassmundt made the motion to table this topic to the next Personnel Committee meeting. Motion failed for lack of a second.

Marcellino made the motion, seconded by Moran, to send a letter to the MBOE requesting additional information be gathered from the MBOE staff and parents as to what constitutes a good gift policy and appropriate training for staff. The motion passed with Marcellino and Moran voting in favor and Wassmundt voting against.

#### 4. FY 14/15 TOWN MANAGER PERFORMANCE REVIEW PROCESS & INSTRUMENT

Marcellino made the motion, seconded by Wassmundt to adopt the calendar (timeline) for the FY 14/15 Town Manager performance review process as presented. Motion passed unanimously. Capriola will distribute the timeline to the Council on behalf of the Committee.

By consensus the Committee agreed to change the four point rating scale to a three point rating scale for the 360 degree performance review form. The three point rating scale (outstanding, satisfactory, needs improvement) is consistent with the rating scale used by the Council to evaluate the Manager's performance. Moran made the motion, seconded by Marcellino, to send the 360 degree performance review form on to staff if no substantial changes are recommended by Personnel Committee members. The motion passed unanimously.

Marcellino made the motion, seconded by Wassmundt to approve the performance review form that goes to the Town Council with updates to the dates and FY 14/15 goals. The motion passed with Marcellino and Moran voting in favor and Wassmundt voting against.

#### 5. STAFF REPORT/HR OPERATIONS UPDATE

Hart and Capriola provided an update. Hart provided an overview of ICMA leadership training he recently completed. Capriola provide an update on Human Resources operations.

Meeting adjourned at 6:10pm.

Respectfully submitted,  
Maria E. Capriola  
Assistant Town Manager, Town of Mansfield