

**Personnel Committee
Monday, May 16, 2016
Conference Room B, Beck Municipal Building**

Minutes

Members Present: Toni Moran (Chair), Ben Shaiken

Other Council Members Present: Paul Shapiro

Staff Present: Maria Capriola, Matt Hart

The meeting was called to order at 5:32pm.

1. PUBLIC COMMENT

None.

2. APPROVAL OF MINUTES

Shaiken made the motion, seconded by Moran to approve the minutes of 4/18/16 as presented. The motion passed unanimously.

3. ETHICS CODE – MBOE APPLICABILITY AND GIFT PROVISIONS

Discussion occurred on the gift definition and 25-7B (Gifts) of the Ethics Code. Rueckl (MBOE) participated in discussion with the Committee and staff. The Committee has asked staff to work with the Town Attorney and MBOE counsel to propose revise language to the definition of what a gift does not include. Possible language may include:

- Gifts ~~in-kind~~ of nominal value not to exceed \$25.00 tendered on gift giving occasions generally recognized by the public, provided the total value of such gifts in any calendar year from ~~all~~ any donors does not ~~combine to~~ exceed ~~one hundred dollars~~ \$60.00.
- Gifts given in an employee's name to the school or the municipality.

4. FY 15/16 TOWN MANAGER PERFORMANCE REVIEW PROCESS & INSTRUMENT

By consensus, Committee members present endorsed the proposed timeline and instrument. Staff will follow-up with Keane.

5. FY 16/17 TOWN MANAGER GOALS

Hart will prepare a draft of his FY 16/17 goals for the June Personnel Committee meeting.

6. STAFF REPORT/HR OPERATIONS UPDATE

Due to the length of the meeting, Committee members asked staff to email the staff report.

Meeting adjourned at 7:05pm.

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