

**Personnel Committee
Monday, July 18, 2016
Conference Room B, Beck Municipal Building**

Minutes

Members Present: Denise Keane, Toni Moran (Chair), Ben Shaiken

Other Council Members Present: Paul Shapiro

Staff Present: Maria Capriola, Matt Hart

The meeting was called to order at 5:35pm.

1. PUBLIC COMMENT

None.

2. APPROVAL OF MINUTES

Shaiken made the motion, seconded by Moran to approve the minutes of 5/16/16 as presented. The motion passed unanimously by those present for the vote (Moran, Shaiken).

3. FY 16/17 TOWN MANAGER GOALS

Hart provided a status report on his FY 15/16 goals and an overview of his proposed FY 16/17 goals (see packet online for details on both). Discussion occurred on professional development goals v. task oriented goals; Hart will forward his ICMA credentialed manager professional development work plan to Committee members. Discussion occurred on adding a FY 16/17 goal regarding community engagement (how, when, and who).

4. FY 15/16 TOWN MANAGER PERFORMANCE REVIEW PROCESS

Capriola informed Committee members that the survey instrument and online tool is updated and ready for Council member's use beginning 7/20/16.

5. STAFF REPORT/HR OPERATIONS UPDATE

Capriola and Hart provided an update on the following HR work: recruitment; labor relations; employee benefits; policy development and compliance; risk management; and special projects.

Meeting adjourned at 7:00pm.

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