Town of Mansfield
Personnel Committee Meeting
Monday, January 24, 2022
Virtual Meeting - Zoom
5:30 P.M.

Draft Minutes

Members Present: Ronald Schurin (Chair), Brian Coleman, Terry Berthelot
Staff Present: Holly Schaefer, Kelsey Haddad, Ryan Aylesworth
Other Guests: Toni Moran

Ronald Schurin called the meeting to order at 5:30 p.m.

1. PUBLIC COMMENT
   Ronald Schurin closed public comment as no members of the public were in attendance or sent in their comments.

2. APPROVAL OF MINUTES
   Ronald Schurin asked for a motion to approve the draft minutes from the December 13, 2021 Personnel Committee meeting. Coleman so moved and Berthelot seconded. All in favor, motion passed.

3. OLD BUSINESS: VACCINE MANDATE
   Schurin requested an update on the vaccine mandate; Aylesworth discusses the recent Supreme Court ruling against a federal vaccine mandate. The Town is also currently discussing the legality of a vaccine mandate with the Town Attorney. Coleman mentions that the State mask mandate is scheduled to end February 15, 2022 and asks about the financial impact of the attorney discussions on this topic. Aylesworth describes a low financial impact of attorney involvement. Berthelot voices concern of the risks of employees not being vaccinated. No motion required on item.

4. NEW BUSINESS: REVIEW OF RULES AND PROCEDURES
   Schurin began review of Committee Rules and Procedures by presenting Rule 2-H. Schurin believes that committees should include discussions and deliberations as the rule indicates, or the Personnel Committee should vote to change the policy. Coleman agreed. Berthelot disagreed on this matter, mentioning that Robert's Rules do not require this information be included. Schurin and Coleman voice that discussions and deliberations should be included in minutes to follow procedure as written. Moran suggests the policy be updated, as including, these items would require transcription. Coleman voiced concern that he has brought forth this topic in the past and it was not included in Town Council minutes. Berthelot motioned to change Town Council Rules in Section 2-H. No one seconded. Motion failed.
   Schurin presented Rule 2-I, substantive issues cannot be discussed via email. Schurin moved that recurring old business items have an end date. Berthelot seconded. All in favor, motion passed.
   The committee reviewed rules 6-D and Rule 7-H. No motion made on these items.
Schurin moved to change the name of the Personnel Committee to Personnel and Procedures Committee. Berthelot and Coleman second. All in favor. Motion passed.
Coleman reintroduced the topic of meeting minutes including discussion and deliberations as currently written in the Rules and Procedures. Aylesworth discussed the process of changing minutes and Rules and Procedures with the Personnel Committee. Town Council will vote on Rule 2-H. Coleman suggests that all Council members take a class on Robert's Rules, Schurin agreed. Aylesworth mention possible CIRMA courses. Berthelot recommends reading Robert's Rules and interpretations of the rules. Schurin suggests also training in FOIA. Berthelot so moved to adjourn the meeting, Schurin seconds.

5. **ADJOURNMENT**
Meeting adjourned at 6:32pm.

Respectfully submitted,
Kelsey Haddad, Human Resources