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 Special Personnel Committee meeting. Coleman so moved and Berthelot seconded. All in favor, motion passed.

3. OLD BUSINESS: OSHA ETS
   Schurin requested an update on the status. Town Manager Aylesworth reviewed the recent Supreme Court ruling that ruled against a federal mandate. Town staff continues to review with the labor attorney as different situations evolve with the pandemic. Coleman mentions that the State’s modified mask & vaccination mandate is scheduled to end effective February 15, 2022. Coleman also asks about what the financial impact is to the Town with engaging the labor attorney in discussions on this topic. Aylesworth explains that there is a low financial impact with the labor attorney involvement. Berthelot voices concern of the risks to the public if there are employees not vaccinated and potentially being exposed to the virus. No motion required on item.

4. NEW BUSINESS: REVIEW OF RULES AND PROCEDURES
   Schurin began the review of the Town Council Rules of Procedures by presenting Rule 2-h. Schurin stated that the minutes should include discussions and deliberations as the rule indicates, or the Personnel Committee should vote to change the rule of procedure. Coleman agreed. Berthelot disagreed 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. There was no second. Motion failed.
   Schurin presented Rule 2-i, to the Committee for discussion. Substantive issues cannot be discussed via email unless there is a caucus.
Schurin reviewed with Committee members Rule 3-f that recurring old business items have an end date, is not something that is followed by the Town Council. Schurin moved to remove Rule 3-f entirely Berthelot seconded. All in favor, motion passed unanimously.
The Committee also reviewed Rule 6-d and Rule 7-h. No motion made on these two items.

Schurin moved to change the name of the Personnel Committee to the Personnel and Procedures Committee. Coleman second. All in favor. Motion passed unanimously.

Coleman reintroduced the topic of meeting minutes including discussion and deliberations as currently written in the Rules and Procedures. Aylesworth presented the process of changing minutes and the Rules and Procedures with the Personnel Committee. Ultimately, it is the Town Council who will vote on Rule 2-h. Coleman suggests that all Council members take a class on Robert's Rules, Schurin agreed. Aylesworth mentions either the possibility of CIRMA or CCM courses. Berthelot recommends reading Robert's Rules and interpretations of the rules. Schurin suggests also training on FOIA.

Berthelot moved to adjourn the meeting, Schurin seconds.

5. ADJOURNMENT
Meeting adjourned at 6:32pm.

Respectfully submitted,
Kelsey Haddad, Human Resources