AGENDA

In accordance with PA 22-3, this meeting will be held virtually. The public may listen to the meeting live by calling 1 (646) 749-3122 and using access code 630-078-477. A video recording of the meeting will be available on YouTube at "MANSFIELD CONNECTICUT STREAMING CHANNEL" (https://mansfieldct.gov/video) within seven (7) days after the meeting. Public Comment will be accepted by email at hr@mansfieldct.org or by USPS mail at 4 South Eagleville Road, Mansfield, CT 06268 and must be received prior to the meeting (public comment received after the meeting will be shared at the next meeting). Please email hr@mansfieldct.org or call 860.429.3380 by 2:00 PM on the day of the meeting to receive instructions for how to view, listen, or comment live.

Call to Order

1. Public Comment

2. Approval of Minutes
   • June 27, 2022

3. Old Business
   • Personnel & Procedures Committee Charge

4. New Business
   • Draft Job Description – Grant Coordinator

Adjournment
Town of Mansfield  
Personnel Committee Meeting  
Monday, June 21, 2022  
Conference Room B  
6:00 P.M.

Draft Minutes

Members Present: Ronald Schurin (Chair), Brian Coleman and Terry Berthelot  
Staff Present: Kelsey Haddad, Holly Schaefer, and Ryan Aylesworth  
Other council members present: Toni Moran, Charles Ausberger (late arrival)

Ronald Schurin called the meeting to order at 6:03 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 May 23, 2022 Personnel Committee meeting. Terry Berthelot so moved and Ronald Schurin seconded. Brian Coleman abstained, as he was not in attendance. All in favor, motion passed unanimously.

3. OLD BUSINESS: TOWN MANAGER EVALUATION
   The Committee reviewed the Town Manager evaluation tool. Several modifications were suggested, discussed and adopted. Brian Coleman requested that the Council receive an overview of the town’s Emergency Preparedness Plan. Moran expressed a concern that some aspects of this plan may be confidential. Schurin suggested changing the question to state, “effectively responds to emergencies.” Coleman supported this question. There was subsequent discussion regarding wording and placement of this question. Regarding a question concerning recruitment of staff, Schurin and Berthelot expressed concerns on how to evaluate recruiting/hiring practices. Ryan Aylesworth suggested that he could provide periodic updates on recruitments and new hires. Schurin will present copy of evaluation to Town Council by 7/11/22.

   NEW BUSINESS: AIS FOR COLA FOR NON-UNION EMPLOYEES
   Schurin introduced the new discussion topic of a Cost of Living Adjustment for approximately 40 non-union employees. Discussion centered around inclusion of the Town Manager in the list of nonunion staff receiving the Cost of Living Adjustment, with reference to the Town Manager’s employment agreement. Berthelot moved, effective July 1, 2022 to endorse a 2.5% general wage increase, thus affecting compensation for non-union regular staff for FY 2022/2023, and to recommend approval of the Town Council. Coleman seconded. All in favor. Motion passed unanimously.
   Schurin asked for motion to adjourn the meeting. Berthelot moved to adjourn the meeting. Coleman seconded. All in favor. Motion passed.

ADJOURNMENT
Meeting adjourned at 6:47pm.

Respectfully submitted,
Kelsey Haddad, Human Resources
March 28, 2022

TO: Mansfield Town Council
FROM: Town Council Personnel Committee
SUBJECT: Recommended Name Change and Charge to Personnel Committee

The Personnel Committee recommends to the Town Council the following adoption of a name change to the “Personnel and Procedures Committee” and a general charge to the Committee. The goals of these recommendations is to clarify the role of the Committee for the public, new members of the Committee, and the Council itself.

Two points, already well-known, should be made clear.

First, all members of the Council are ex officio members of the Committee. While only the three members have a vote, all council members may participate in discussions and review committee documents.

Second, the Committee has no final authority on any matter. Its function is to recommend actions to the Council. An additional function is to consult with the Town Manager and other relevant town staff on matters, including those listed below, to share thoughts and offer advice.

The recommendations are as follows:

First, the Personnel Committee should be re-designated the Personnel and Procedures Committee, which more accurately reflects the scope of its function.

Second, the Personnel and Procedures Committee is charged by the Town Council with the functions listed below. Other functions may be added as appropriate.

I. Town Management

Recognizing that pursuant to Section 502 of the Town Charter, the Town Manager is “responsible to the Council for the supervision, direction and administration of all departments, agencies and offices,” the Committee may:

• Administer, in coordination with the Council, the periodic evaluation of the Town Manager.
• Review and advise the Council, on the Town Manager’s (or subordinates’) proposals for organization of Town administration.
• Review and advise the Town Council on collective bargaining agreements with town employee associations.
• Review and advise the Town Council on matters pertaining to Town Manager recommendation on Town staff classification and compensation.
• Review and advise the Town Council on matters pertaining to Town employee insurance and other benefits.
• Review and advise the Town Council on matters pertaining to Town Manager recommendations on major working condition policy matters (e.g., harassment protection, on-line work, holidays and hours)
• Review and advise the Town Council on Town Manager recommendations relating to professional development of Town staff.

II. Recruitment of professional assistance

• Conduct processes for, and advise the Council on, recruitment and retention of specific contractual services (e.g., Town Attorney)

III. Advice on Council Procedures

• Review, evaluate and make recommendations to the Town Council regarding the town’s Rules of Procedure and other procedural matters that may arise as a result of Council recommendations or requests.