

**TOWN OF MANSFIELD
PERSONNEL COMMITTEE**

**Monday, July 11, 2011
Audrey Beck Municipal Building, Conference Room B
Minutes**

Members Present: Deputy Mayor Toni Moran (Chair), Christopher Paulhus, Peter Kochenburger

Other Council Members Present: Meredith Lindsey, Bill Ryan

Staff Present: Maria Capriola, Assistant to Town Manager, Matthew Hart, Town Manager

The meeting was called to order at 6:10 p.m.

1. APPROVAL OF MINUTES

The meeting minutes of 6/27/11 were moved as presented by Paulhus and adopted as presented by members present (Paulhus, Moran).

2. HR ORDINANCE

The Committee reviewed and discussed the draft HR Ordinance. Two possible additions were discussed:

- Adding a sentence to identify major components to a HR Program such as recruitment and retention, employee benefits, risk management, labor relations, etc.
- Adding a summary of policy (Council) v administrative (Town Manager) duties and responsibilities in regard to human resources.

3. PERSONNEL RULES

The Committee completed its initial review of the draft revised personnel rules. More specifically, chapters 15-17 were reviewed (topics: retirement and insurance benefits).

4. TOWN MANAGER'S PERFORMANCE REVIEW PROCESS & TIMELINE

Deputy Mayor Moran provided an update regarding revisions to the performance review tool.

The meeting adjourned at 7:12 p.m. The Committee will meet again at 8am on July 22nd.

Respectfully Submitted,
Maria E. Capriola, Assistant to Town Manager