

**Town of Mansfield
Personnel Committee Meeting
Monday, September 27, 2021
Virtual Meeting - Zoom
5:00 P.M.**

Draft Minutes

Members Present: Terry Berthelot (Chair), Ronald Schurin

Members Absent: David Freudmann

Other Council Members Present: Toni Moran

Staff Present: Holly Schaefer, Kelsey Haddad, Jaime Russell, Ryan Aylesworth

Terry Berthelot called the meeting to order at 5:02 p.m.

1. PUBLIC COMMENT

Ms. Berthelot closed public comment as no members of the public were in attendance or sent in their comments.

2. APPROVAL OF MINUTES

Ms. Berthelot asked for a motion to approve the draft minutes from the August 26, 2021 Personnel Committee Special meeting. Mr. Schurin so moved and Ms. Berthelot seconded. All were in favor, motion passed.

3. OLD BUSINESS: REMOTE WORK POLICY

Ms. Schaefer presents new draft of the remote work policy. Information Technology Director Jaime Russell provides information to the Committee on how the Town of Mansfield's remote information technology systems work. Mr. Schurin raises questions regarding maintaining privacy while working remotely and Ms. Berthelot expresses concerns about employees' understanding regarding confidentiality and recommends training for employees about confidentiality and remote work. Ms. Berthelot inquires why childcare is under safety section of policy draft. Mr. Aylesworth agrees it should be under a different section of the policy. Mr. Aylesworth and Mr. Schurin discuss the expectation that employees be equally as available when working remote as they would be if working at the office. Mr. Aylesworth and Ms. Schaefer will further review and update the draft policy based on the comments and recommendations of the Committee. No motion required on item.

4. NEW BUSINESS

AIS - Board of Assessment Appeals Mr. Aylesworth presents the stipend for Board of Assessment Appeals. Staff recommends no change to current stipend. Mr. Schurin motions to move the item from the Personnel Committee to the Town Council. Berthelot Seconds. Motion passed.

Mr. Aylesworth provides information to the Personnel Committee regarding the survey that the Town will conduct in order to determine the current vaccination rate of Town Employees. The survey once completed will provide the data to the Town Council and will be summarized at high level percentages.

5. EXECUTIVE SESSION

Mr. Schurin made the motion, seconded by Ms. Berthelot to enter the Committee members and Mr. Aylesworth into executive session for Personnel in accordance with C.G.S. 1-200(6)(a), Town Manager Performance Review. Motion passed. Committee members entered into executive session at 5:59pm.

Respectfully submitted,
Kelsey Haddad, Human Resources