



CITY OF SOMERVILLE, MASSACHUSETTS  
CLERK OF COMMITTEES

May 9, 2018

REPORT OF THE CONFIRMATION OF APPOINTMENTS AND PERSONNEL MATTERS  
COMMITTEE

Attendee Name	Title	Status	Arrived
Jefferson Thomas ("J.T.") Scott	Chair	Present	
Stephanie Hirsch	Vice Chair	Present	
Wilfred N. Mbah	Alderman at Large	Present	
Lance L. Davis	Ward Six Alderman	Absent	
Ben Ewen-Campen	Ward Three Alderman	Present	

Others present: Annie Connor - Legislative Liaison, Rositha Durham - Clerk of Committees.

The meeting took place in the Committee Room and was called to order at 6:32 PM by Chairman Scott and adjourned at 6:32 PM.

**Approval of the April 12, 2018 Minutes**

**RESULT: ACCEPTED**

**Approval of the April 18, 2018 Minutes**

**RESULT: ACCEPTED**

**Approval of the March 21, 2018 Minutes**

**RESULT: ACCEPTED**

**Approval of the April 10, 2018 Minutes**

**RESULT: ACCEPTED**

**205083: That this Board's Committee on Confirmation of Appointments and Personnel Matters develop a comprehensive procedure manual regarding review processes for all categories of appointments and re-appointments.**

A draft procedure manual was distributed to the full Board of Aldermen, previously for tonight's meeting. The committee reviewed the confirmation process for a variety of categories as well as the types of materials/documents that would be required from the Administration for appointments, e.g., complaints from the public, financial interest forms, sexual harassment data, and any history of domestic violence.

The guidelines set by the committee will be used to set expectations for the applicants, provide consistency of questions, and provide a uniformity of requirements for current and future committee members. It was suggested that the City Solicitor provide feedback on the manual and whether the committee would be bound by law on the questions. The committee discussed the fairness of the process and legal opinions. The Mayor's office, along with the City Solicitor and Personnel, are working on providing a full written response on the document before the end of the month.

There were concerns of misuse of the information and it was discussed that there may be some issues of providing documents in executive session. Executive session minutes can be public records; however, there are some minutes that may be sealed permanently. CORI information is protected. It was noted that the Chair of the Committee generally will not know the person being considered for appointment, so a staff member usually attends the meeting to provide some background information. There are still a number of appointments to be reviewed by the committee, including an appointment to the Licensing Commission, that needs to be completed before June 1<sup>st</sup>.

<b>RESULT:</b>	<b>KEPT IN COMMITTEE</b>
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**Handout:**

- CAPM Procedure Manual v0.1