



## CITY OF SOMERVILLE, MASSACHUSETTS CLERK OF COMMITTEES

April 18, 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	Absent	
Wilfred N. Mbah	Alderman at Large	Present	
Lance L. Davis	Ward Six Alderman	Absent	
Ben Ewen-Campen	Ward Three Alderman	Present	

**205106: That the Administration work with this Board to review and update the city's sexual harassment policy for all city staff.**

Ms. Connor sent the city's sexual harassment policy, as well as copies of policies from other communities, to committee members prior to this meeting to allow them time to review the documents. The committee discussed the number of infractions reported in the city and how they were handled and had questions about data regarding the number of sexual harassment cases in the city. Members were informed that the Director of Personnel had received questions about sexual harassment in the past from the Women's Commission. Members inquired whether the Personnel Department tracks or reviews reports on misconduct. The committee is waiting for data from the Personnel Director and depending upon the data, the committee will develop metrics and potential resolutions. There are possibly nine or ten different places to report misconduct in the City of Somerville and the city's policy needs to make sense to everyone so that individuals know where and how to report misconduct. It was suggested that the city could put out a comment box or conduct a survey to get feedback from employees.

**RESULT:**

**KEPT IN COMMITTEE**

**205107: That the Administration work with this Board to implement a Code of Conduct policy and discuss training all staff and Aldermen.**

Chairman Scott referenced Code of Conduct documents from various communities that were sent to the committee from the Mayor's Office. Some of the policies included content for dress codes, substance abuse, respect for staff and conduct inside and outside of city hall.

**RESULT:**

**KEPT IN COMMITTEE**

**205108: That the Administration work with this Board to review current sexual harassment policies for all union members and civil service employees and develop such policies when absent.**

There was no update available for this item.

<b>RESULT:</b>	<b>KEPT IN COMMITTEE</b>
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**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 brief recap of prior discussions of this item was given. The committee reviewed a list of commissions and boards whose members might need to appear before the committee for confirmation, discussed creating categories of decision authority, e.g., for new appointments vs. re-appointments. To date, the city does not have a manual or procedure for confirming appointments, therefore, Chairman Scott and one other committee member will draft a manual to share with the rest of committee for their feedback. The draft will be ready for review before the next Confirmation of Appointments committee meeting.

<b>RESULT:</b>	<b>KEPT IN COMMITTEE</b>
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**205372: That the City Solicitor advise this Board as to whether the Committee on Confirmation of Appointments and Personnel Matters may review, in executive session, the minutes of a prior executive session.**

The committee will review executive session minutes in executive session.

<b>RESULT:</b>	<b>WORK COMPLETED</b>
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