



**MINUTES OF THE CITY COUNCIL
PERSONNEL COMMITTEE
THURSDAY, FEBRUARY 16, 2017
MAYOR'S OFFICE
MANASSAS CITY HALL**

The Personnel Committee Meeting was held in the Mayor's Office, on the above date, with the following present: Council Members Ken Elston, Ian T. Lovejoy and Pamela Sebesky, and Assistant to the City Manager/City Clerk Andrea P. Madden.

The Chairman of the Committee, Council Member Elston, called the meeting to order at 6:00 p.m.

Item 1 of the Agenda. Approval of Minutes

1.1 Personnel Committee Minutes: January 19, 2017

COUNCIL MEMBER LOVEJOY moved that the Minutes of the January 19, 2017 Personnel Committee meeting be approved. Seconded by Council Member Sebesky. Roll call: AYES – Elston, Lovejoy and Sebesky. **MOTION CARRIED.**

Item 2 of the Agenda. Action Items

2.1 Ordinance #O-2017-09: Personal and Real Estate Interest Disclosure

Assistant to the City Manager/City Clerk Andrea P. Madden reviewed the changes to Ordinance #O-2017-09. The Personnel Committee discussed item 1.C of the Ordinance and requested an explanation of its removal from the Ordinance.

Item Tabled until the March 16, 2017 Personnel Committee Meeting.

Item 3 of the Agenda. Old Business

3.1 Discussion Regarding:

- (1) Quantifying Interview Questions for Candidates and Adding to Application
- (2) Codifying Application and Questions

The Personnel Committee discussed various questions to include on a revised application as well as questions to be asked by the Committee of future applicants. The

Committee also discussed a review of the City's website dealing with Boards, Committees and Commissions to reflect all new changes.

COUNCIL MEMBER LOVEJOY MOVED THAT the application be revised to include the new changes and that the City's website be modified to reflect the new requested process for interviewing applicants. Seconded by Council Member Sebesky. Roll call: AYES – Elston, Lovejoy and Sebesky. **MOTION CARRIED.**

Item 4 of the Agenda. Authorization of a Closed Meeting

4.1 Authorization of a Closed Meeting to Discuss the Following Topic: Appointments to Boards, Committees and Commissions

COUNCIL MEMBER SEBESKY MOVED THAT the Personnel Committee convene in a closed meeting to discuss appointments to Boards, Committees and Commissions, as permitted by Virginia Code § 2.2-3711 Paragraph A (1), for which the Virginia Freedom of Information Act permits discussion in a closed meeting. Seconded by Council Member Lovejoy. Roll call: AYES –Elston, Lovejoy, Sebesky. **MOTION CARRIED.**

Chairman Elston stated that he, Mr. Lovejoy and Ms. Sebesky would be included in the closed meeting for the purpose of conducting interviews with applicants for the open positions on the City's Boards, Committees and Commissions.

The Personnel Committee went into a closed meeting at 6:25 p.m.

The Personnel Committee returned from its closed meeting at 6:53 p.m.

Item 5. Certification of a Closed Meeting

Item 5.1 Certification of a Closed Meeting

COUNCIL MEMBER SEBESKY MOVED THAT the Personnel Committee certify that in the closed meeting just concluded, nothing was discussed except the matter (1) specifically identified in the motion to convene in a closed meeting and (2) lawfully permitted to be discussed under the provision of the Virginia Freedom of Information Act cited in that motion. Seconded by Council Member Lovejoy. Roll call: AYES – Elston, Lovejoy, Sebesky. **MOTION CARRIED.**

Item 6. Motion to Make a Recommendation to City Council in a Closed Meeting

COUNCIL MEMBER LOVEJOY MOVED THAT the recommendations of candidates interviewed be brought to Council in a Closed Meeting at its next Regular Council Meeting on February 27, 2017. Seconded by Council Member Sebesky. Roll call: AYES – Elston, Lovejoy, Sebesky. **MOTION CARRIED.**

Item 7. Motion For Applicant Review

COUNCIL MEMBER LOVEJOY MOVED THAT appointments be scheduled for the March Personnel Committee Meeting as outlined by the Personnel Committee. Seconded by Council Member Sebesky. Roll Call: AYES – Elston, Lovejoy, Sebesky. **MOTION CARRIED.**

Item 8. New Business (ADDED)

COUNCIL MEMBER LOVEJOY MOVED THAT the Personnel Committee institute a review of Committees charge, meeting schedule and feedback to Council. Seconded by Council Member Sebesky. Roll Call: AYES – Elston, Lovejoy, Sebesky. **MOTION CARRIED.**

A motion was duly made, seconded and **CARRIED UNANIMOUSLY** to adjourn the meeting.


Chairman Elston declared the meeting adjourned at 7:01 p.m.



Ken D. Elston, Chair



Deputy City Clerk



Date Approved