



CITY COUNCIL AD-HOC

NOVEMBER 17, 2023

10:00 AM

SULLIVAN CHAMBER

~MINUTES~

MEETING

Friday, November 17, 2023

TIME

10:00 AM

PRESIDING OFFICER

Councillor Paul F. Toner

Minutes Acceptance: Minutes of Nov 17, 2023 10:00 AM (Committee Reports)

THE CITY COUNCILS’ AD HOC COMMITTEE ON THE CITY MANAGERS EVALUATION PROCESS WILL HOLD A PUBLIC MEETING. THE CALL OF THE MEETING AS PROVIDED BY THE CHAIR, COUNCILLOR TONER, IS “UPDATE MEETING OF THE AD HOC COMMITTEE ON THE CITY MANAGER EVALUATION PROCESS.”

Attendee Name	Present	Absent	Late	Arrived
Alanna Mallon	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Patricia Nolan	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
E. Denise Simmons	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	10:31 AM
Paul F. Toner	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

A public meeting of the Cambridge City Council’s City Manager Evaluation Ad-Hoc Committee was held on Friday, November 17, 2023. The meeting was Called to Order at 10:00 a.m. by the Chair, Councillor Toner. Pursuant to Chapter 2 of the Acts of 2023 adopted by Massachusetts General Court and approved by the Governor, the City is authorized to use remote participation. This public meeting was hybrid, allowing participation in person, in the Sullivan Chamber, 2nd Floor, City Hall, 795 Massachusetts Avenue, Cambridge, MA and by remote participation via Zoom.

At the request of the Chair, Clerk of Committees Erwin called the roll.

- Vice Mayor Mallon – Present/In Sullivan Chamber
- Councillor Nolan – Present/In Sullivan Chamber
- Councillor Simmons – Absent*
- Councillor Toner – Present/In Sullivan Chamber

Present – 3, Absent – 1. Quorum established.

*Councillor Simmons was marked present and remote at 10:31a.m.

The Chair, Councillor Toner offered opening remarks and noted that the call of the meeting was an update meeting of the Ad Hoc Committee on the City Manager evaluation process. Present at the meeting was City Manager Yi-An Huang, Acting City Solicitor, Megan Bayer, and Raecia Catchings, Chief People Officer. The Chair shared that Councillor Zondervan, Councillor McGovern, and Mayor Siddiqui were also present.

The Chair, Councillor Toner recognized City Manager Huang who offered an overview on the City Manager Evaluation report. The report was provided in advance of the meeting and included in the Agenda Packet. After his review, City Manager Huang was available to respond to questions and comments from Councillors.

The Chair, Councillor Toner recognized Councillor Nolan and Vice Mayor Mallon who had clarifying questions relative to the evaluation process and workplace culture. The City Manager shared that leaders across the organization have helped him accomplish goals and provide feedback, and that he strives to have inclusive work with the many departments within the City.

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City Manager Huang noted that the plan is to have a survey in 2024 for employees to provide feedback on their work environment. Raecia Catchings noted that it is always easy to collect feedback and data, but their office wants to make sure they are prepared and have a plan of action once the feedback is received. City Manager Huang and Raecia Catchings provided additional information on senior leaders in the City having performance reviews done and how they plan to work with senior level staff and department head feedback. City Manager Huang shared information relative to the resident survey that went out.

The Chair, Councillor Toner reviewed with Committee members what the City Manager Evaluation process will look like moving forward to the end of calendar year. He shared that he would be working with Raecia Catchings to create a template for Councillors to provide their feedback, with a November 30, 2023, deadline. Councillor Toner shared that with the responses and feedback from Councillors a summative of assessment will be produced and presented at a December 18, 2023, Special City Council meeting.

The Chair, Councillor Toner recognized Megan Bayer who reviewed the legal opinion on confidentiality of employees relative to personnel documents, which was provided in advance of the meeting and included in the Agenda Packet. Megan Bayer was available to respond to questions raised by Councillor Zondervan and Mayor Siddiqui.

The Chair, Councillor Toner recognized Vice Mayor Mallon and Councillor Nolan who asked for clarification on the evaluation process going forward and how the feedback will be received and reviewed. Chair Toner explained that he and Ms. Catchings will collect the individual councillors feedback and create a summative assessment to discuss at the evaluation meeting. Individual Councillors feedback will be provided to the City Manager; however, Ms. Catchings will set it up to allow the feedback to be anonymized. Vice Mayor Mallon and Councillor Nolan expressed their thanks to the City Manager and all those involved in the evaluation process.

The Chair, Councillor Toner recognized Vice Mayor Mallon who made a motion to adjourn the meeting.

Clerk of Committees Erwin called the roll.

Vice Mayor Mallon – Yes

Councillor Nolan – Yes

Councillor Simmons – Yes

Councillor Toner – Yes

Yes – 4. The meeting was adjourned at approximately 11:00a.m.

Clerk’s Note: The City of Cambridge/22 City View records every City Council meeting and every City Council Committee meeting. This is a permanent record. The video for this meeting can be viewed at:

https://cambridgema.granicus.com/player/clip/617?view_id=1&redirect=true&h=32aafd2c78bd11524ade56240024ec7e

A communication was received from Councillor Toner, transmitting the Agenda for the City Manager's Evaluation.

COF 2023 #198

A communication was received from City Manager Yi-An Huang, transmitting a report of the City Manager Review Process.

COF 2023 #201

A communication was received from Matt Nelson, Director of Administration and Operations, transmitting a legal opinion from Acting City Solicitor, Megan Bayer.

COF 2023 #207

A communication was received from City Manager Yi-An Huang, transmitting the City Manager Review template.

COF 2023 #200