

Memo

To: Members of the Personnel Committee
From: Barbara Smyth, Chairwoman
Date: July 13, 2018
Re: Personnel Committee Meeting – Wednesday, July 18, 2018

There will be a meeting of the Personnel Committee on **Wednesday, July 18, 2018 at 7:00 pm** in **Conference Room 123 (first floor)**, 125 East Avenue, Norwalk, Connecticut.

AGENDA

1. Call to order / roll call
2. Public comments
3. Approval of minutes from meeting held on May 16, 2018
4. Discussion on status of City Reorg
5. Discussion on Ordinance Pay Plan
6. Adjourn

The next regular meeting is scheduled for Wednesday, August 15, 2018.

cc: Mayor Harry W. Rilling
Donna King, City Clerk
Irene Dixon, Assistant City Clerk
Bob Barron, Finance Director
Mario Coppola, Corp Counsel

**CITY OF NORWALK
PERSONNEL COMMITTEE
MAY 16, 2018**

ATTENDANCE: Faye Bowman, Chair; Gregory Burnett; Douglas Hempstead;
Beth Siegelbaum; Barbara Smyth;
Nicholas Sacchinelli (7:09 p.m.)

STAFF: Ray Burney, Director of Personnel

CALL TO ORDER AND ROLL CALL

Ms. Bowman called the meeting to order at 7:01 p.m. and called the Roll.

PUBLIC COMMENTS

Ms. Laura Epstein, Director of Senior Services said they are part of the Norwalk Health Department and believes they are legally part of the City of Norwalk. She said there were no problems until recently when she saw the form showing the reorganization and the Director of Social Services space was blank.

Ms. Epstein said she has been working with the Department of Senior Services for over 35 years and does not want to give that up. She described the services provided to residents and noted that 95% of the people they see are elderly or disabled; however, she added that they will not turn others away.

Ms. Diane Lauricella requested, through the Chair, Ms. Bowman, that the Director provide backup information for each meeting the way other department do.

Ms. Lauricella said she wanted to make sure that the list of members of the Ad Hoc Committee was accurate; she noted there were no women on the Committee. She said that woman bring a different perspective and requested that a talented, not a token, woman be included on the Committee. She said the Committee came on like gangbusters to the public view. The mission and goals were good, but the flow chart does not line up. Mr. Lauricella said she agreed with Mr. Burnett and Mr. Hempstead that it needs more review.

Ms. Lauricella said the POCD (Plan of Conservation Development) hearings are taking place now and she has not seen many Common Council members there.

Mr. Sacchinelli joined the meeting at 7:09 p.m.

Ms. Lauricella said the reorganization should not be rushed and there should be forums for the public to give their input. She would like to be sure that early on, there will be transparency and well-advertised meetings. Ms. Lauricella reiterated her request to add a woman to the Ad Hoc Committee.

APPROVAL OF MINUTES FROM MEETING HELD ON FEBRUARY 21, 2018

The following corrections were made to the minutes of February 21, 2018:

Page 2: direct the Police or Fire departments should read – communicate with the Police or Fire Departments

Page 5: Should read – July 1, 2015 to July 1, 2015.

**** MR. BURNETT MOVED TO ACCEPT THE MINUTES AS CORRECTED
** MOTION PASSED WITH ONE (1) ABSTENTION (MR. SACCHINELLI)**

**DISCUSSION ON AD HOC COMMITTEE WITH REGARDS TO
REORGANIZATION**

Mr. Burney described the creation of the Ad Hoc Committee and said he understood that it was established by Mr. Kydes. Following a presentation of the proposed reorganization of the City's departments, the Committee took on the responsibility of working on the details of that reorganization. Once they are satisfied with the end product, it will be given to the various departments for review and then the Common Council for final approval.

Mr. Burney said they hope to have a July 1st implementation date; changes like this, the longer they stay around the more they become stale. The agenda items are being worked out by Mr. Kydes and Mayor Rilling. The next meeting is tentatively scheduled for next Monday pending the resolution of the agenda items.

Mr. Hempstead said that change is not a bad thing, but it needs due process. He said he asked for several items when this process started and to date has received nothing. He said he asked for current job descriptions, proposed job descriptions, current salaries and proposed salaries.

Mr. Hempstead noted the reorganization got tied into a July 1st implementation, but notification came during May. He asked if this was planned a long time ago. Mr. Burney said he was reluctant to engage in a detailed discussion because he understands that the Ad Hoc Committee is driving the process. He added that the Mayor and the Chief of Staff will be at the next Ad Hoc Committee meeting.

Mr. Hempstead said he has been asking for information as a Common Council member because he has to be able to make a decision. He asked if new job descriptions and existing job descriptions along with new salary information and current salary information exist. Mr. Burney said they exist. Mr. Hempstead said that as a Common Council member he wants this information and said he hopes he does not have to FOI this.

Mr. Hempstead asked if these proposed positions were planned for this fiscal year. Mr. Burney said the final implication is being sorted out not. Mr. Hempstead commented that then there is no real reason to tie this into this fiscal year. Mr. Burney said this business runs on a fiscal year and not a calendar year. Mr. Hempstead said that if that was the intent, it should have been brought up going into the budget season in December, instead of a few weeks before implementation.

Mr. Burney said he has draft job descriptions. He said he can give existing job descriptions, but the new ones are being drafted and reviewed by his office, the Mayor's office and other directors.

Mr. Hempstead said this reorganization process may be right but keeps hearing it is based on New Haven. Mr. Burney said they looked at all major cities in Connecticut and spoke with senior managers in the City and created a more efficient organization that will better serve the residents. Mr. Hempstead asked for the information. Mr. Burney explained that it is inefficient to have crossing responsibilities. Mr. Hempstead told Mr. Burney that what he said makes sense, but he still wants to see the data.

Mr. Hempstead said that as a Common Council member, this is one of the two times he has felt disrespected by a process. He added that back up information should be provided. He said that he would like any and all information used to create the flow chart.

Mr. Burney explained that the Mayor, and Mr. Kydes established the agenda for the Ad Hoc Committee walk through process. Mr. Hempstead said that as a Common Council member he was asking for that information. Ms. Bowman said that the entire Common Council should have that information. Current and proposed job descriptions along with salaries and costs should be included.

Mr. Burney said that is was his understanding that the Ad Hoc Committee was responsible for guiding the process. Ms. Bowman said she is sure Mr. Kydes is asking for the same information; it is a serious discussion and this information is needed.

Mr. Burney said that the only question for the Common Council is does this reorganization conceptually look like it should be put in place. He said that the impression he gets is that it should, so now they are trying to move this through the process.

Ms. Smythe said the idea seems that it will improve the process, but it does not seem logical to get this through by July 1st. She asked if it would be possible to get all the back up. If not, would it be possible to do the reorganization over time. Mr. Burney said the Mayor is presenting this as a complete package, so he does not want to answer for the Mayor. Mr. Sacchinelli said it makes sense to align this with a fiscal year, but maybe not this one.

Mr. Sacchinelli asked if he pulled information from customer service feedback because it may be useful to the process. Mr. Burney said Mr. Chimento's feedback is reflected in this, but he will check back with him.

Mr. Burnett said their time would be better spent giving Mr. Burney their thoughts such as job descriptions and potential changes in levels and salaries. He said measurements are important to him and should be clear and not based on gut feelings. He stressed that they need real measurements to have true efficiency. Mr. Burnett said the concern is the timeframe and said that is a challenge.

Ms. Siegelbaum agreed with Mr. Burnett and said the time frame was very ambitious.

Ms. Bowman asked where the voters and Common Council were on the organization chart. Mr. Burney explained that it was an attempt to take a part of a confusing org chart and realign departments in a more rational and efficient way. It did not attempt to address the Common Council, boards, etc.

Mr. Burney explained that currently, the Mayor has 20 direct reports. Under the proposed reorganization, it will be nine. He said the span on control has to be manageable, and 20 is too much. Ms. Siegelbaum asked to see the City's org chart. Mr. Burney said that was his first question when he arrived. He said there isn't one that drills down to all 600 plus employees.

Mr. Hempstead asked for a breakdown of the 20 people who currently report to the Mayor. He said he is also asking for which job descriptions are ordinance positions and which are under the charter. Mr. Burney said the Corporation Counsel is reviewing what Ordinance needs to be established or revised.

Ms. Bowman said this discussion will continue. Mr. Burnett said that as they continue to examine this, where should they send their questions and comments. Ms. Bowman suggested they attend the Ad Hoc Committee meetings where they should be able to ask their questions. Mr. Burney said he was uncomfortable with Common Council members outside of the Ad Hoc Committee asking him for information that has not come from the Ad Hoc committee. He said he could provide information through the Ad Hoc Committee.

Mr. Hempstead said eight weeks is not fair to the Common Council members as volunteers. He asked if Finance had weighed in. Mr. Burnett said he believed Mr. Barron was going to work on that.

Mr. Hempstead asked Ms. Bowman if she could look at staffing for the Common Council.

Ms. Bowman said she will talk with Mr. Kydes about restructuring the Ad Hoc Committee.

ADJOURN

**** MR. SACCHINELLI MOVED TO ADJOURN
** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 7:59 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services