

FINAL

**CITY OF NORWALK
PERSONNEL COMMITTEE
REGULAR MEETING
FEBRUARY 20, 2019**

ATTENDANCE: Barbara Smyth, Chair; Gregory Burnett, Douglas Hempstead, Nick Sacchinelli, Beth Siegelbaum

STAFF: Ray Burney, Director of Personnel and Labor Relations

OTHERS: Nancy Chapman, Reporter

CALL TO ORDER

Ms. Smyth called the meeting to order at 7:09 p.m. A quorum was present.

PUBLIC COMMENTS

There was no one present from the public.

APPROVAL OF MINUTES FROM MEETING HELD ON JANUARY 16, 2019

The following corrections were noted:

Page 2, under **UPDATE ON MAYOR'S PROPOSED RE-ORGANIZATION OF CITY DEPARTMENTS** paragraph 5, line 1: please change the following from:

“that had been enrolled for the Chief of Operations”

TO:

“that had been considered for the Chief of Operations”

Page 2, under **UPDATE ON MAYOR'S PROPOSED RE-ORGANIZATION OF CITY DEPARTMENTS**, last paragraph, please change the following from:

“the City pension, Mr. Burney said yes and added that the City funds those positions anyway”

TO:

“the City pension, Mr. Burney that the City funds those positions anyway”

Page 3, under **UPDATE ON MAYOR'S PROPOSED RE-ORGANIZATION OF CITY DEPARTMENTS**, please change the following from: “if he new the timing” to “if he knew the timing”

**** MR. HEMPSTEAD MOVED TO ACCEPT THE JANUARY 16, 2019 MINUTES AS CORRECTED.**

**** THE MOTION PASSED TO ACCEPT THE JANUARY 16, 2019 MINUTES AS CORRECTED WITH THREE (3) IN FAVOR (BURNETT, HEMPSTEAD AND SIEGELBAUM) AND ONE (1) ABSTENTION.**

DISCUSSION ON INTERVIEW PROCESS FOR SENIOR CITY OFFICIALS

Ms. Smyth said that it would be good to review on how the Mayor's positions were handled. Mr. Burney said that all the department heads report to the Mayor and have virtually the same language in their job descriptions. Mr. Burney then reviewed the selection process and said that two candidates were presented to the Mayor. When the Mayor decides which candidate he wants for DPW Director, he will have various key administrators, the Committee Chair and elected officials meet with the candidate. Before the Council Meeting, the candidate will meet with the Council Members in the caucus room and answer questions. That is the protocol that the Mayor intends to follow at this time.

Ms. Smyth said that she was uncomfortable with the limited amount of time she had to meet with Jessica. She said that when a Committee Chair brings an item to the Personnel Committee, she feels that the item has been considered and already vetted. Mr. Hempstead pointed out that there was no Council Policy on this. He said that it would be important to determine what they want in the Council Rules. Discussion followed.

Mr. Sacchinelli pointed out that it would be nice to have the Personnel Committee invited to the interview stage for the final candidate so they could meet them before the night of the appointment.

Mr. Burnett asked whether the Personnel Committee would want a caucus after meeting the candidate. Mr. Sacchinelli said that if there were many questions or concerns during the meeting, then the Personnel Committee chair could call a special meeting to discuss the concerns. Mr. Hempstead said that he did not feel that it was fair to do something with two days notice. Discussion followed.

Mr. Hempstead pointed out that the Council Rules require two weeks notice of this type of appointment.

Mr. Sacchinelli asked what the Committee's responsibility would be if these responsibilities were handled with the new protocol. Ms. Smyth said that the Committee had completed a lot of work on job descriptions and duties. They also would be working on the bonus structure.

Ms. Smyth said that there would need to be a bit more research but that the feedback would be given to the Mayor's Office.

COMMUNITY SERVICES DEPARTMENT DISCUSSION

Mr. Burney said that last spring the Mayor proposed a reorganization of the departments. An Ad Hoc Committee was created. The Ad Hoc Committee had carved out a Community Services portion of the reorganizations. There were two controversial issues: one being the relocation of the recreation programs from Parks and Recreation Department. This was rejected and the program was not moved.

The second issue was moving the Fair Housing Office from the Redevelopment Agency. This position was established by a consent decree. The City has decided to move the individual to the Community Services organization.

Mr. Burney then distributed copies of a new flow chart showing the Chief of Community Services position and the new Human Service Director.

Mr. Burnett asked about how the move of the Fair Housing Attorney from the Redevelopment Agency to the City was going. Mr. Burney said that they were still working on the details, but the position would transfer over with basically the same terms as that employee currently has.

Mr. Burney said that he would bring job descriptions for the new positions, a financial analysis and how this would all fit within the budget at the next meeting.

Mr. Hempstead said that he did not know how they would create two new positions. Mr. Burney said that the previous position held by Mr. Bovilsky had been tagged as a source for the new Human Services. That position would be addressing issues such as homelessness, the vulnerable residents and those who are immigrants. Mr. Burney explained that in order to do this, an ordinance has to be created first and then the position can be filled.

Ms. Smyth said that this new director would be valuable in helping residents who needed assistance in finding various resources.

SALARY FOR JUNIOR ENGINEER **EXECUTIVE SESSION**

**** MR. BURNETT MOVED TO ENTER EXECUTIVE SESSION TO DISCUSS
THE SALARY FOR A JUNIOR ENGINEER POSITION.**

**** THE MOTION PASSED UNANIMOUSLY.**

The Committee members and Mr. Burney entered into Executive Session to discuss the salary for a Junior Engineer position at 7:39 p.m. They returned to Public Session at 8:15p.m. No motions were made, or votes taken by the Commission during the Executive Session.

ADJOURNMENT

**** MR. HEMPSTEAD MOVED TO ADJOURN.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:15p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

