

CITY OF NORWALK PERSONNEL COMMITTEE MINUTES

JANUARY 18, 2007

ATTENDANCE: Herbert Grant, Chair; Rick McQuaid;
Joanne Romano; Fred Bondi, 8:12 p.m.

STAFF: James Haselkamp, Director of Personnel & Labor Relations;
John Schlosser, Personnel Administrator

CALL TO ORDER

Mr. Grant called the meeting to order at 8:10 p.m. He said that they did not have a quorum present and therefore no votes could be taken.

Mr. Bondi arrived at 8:12 p.m. creating a quorum.

APPROVAL OF MINUTES

NOVEMBER 29, 2006

DECEMBER 12, 2006

** MS. ROMANO MOVED TO ACCEPT THE MINUTES OF NOVEMBER 29, 2006
AND DECEMBER 12, 2006 AS PRESENTED

** MOTION PASSED UNANIMOUSLY

PROPOSAL COMPREHENSIVE PAY PLAN, PERFORMANCE EVALUATION AND
MERIT INCREASE PROGRAM FOR ELECTED, ORDINANCE AND NON-UNION
EMPLOYEES

Mr. Grant explained that this item was returned from the Common Council for more answers. There were two changes made to the original package. Mr. Grant said that he asked to have incorporated into the packages that this Committee would have the responsibility of evaluating the objectives to ensure that they are objective, clear and concise. The resolution was approved in consent at the December Common Council meeting.

** MR. MCQUAID MOVED THE PLAN TO THE FULL COMMON COUNCIL

Mr. Grant said that Ms. Briggs verbally approved the plan at the Public Hearing held prior to this meeting.

** MOTION PASSED UNANIMOUSLY

DISCUSSION AND APPROVAL OF JOB DESCRIPTIONS

DATABASE ADMINISTRATOR/PROGRAMMER

Ms. DeIVecchio, Director of Technology Information said that the person would be based out of City Hall. Mr. Grant suggested inverting the title to Programmer/Database Administrator to more closely reflect the job responsibilities.

** MR. MCQUAID MOVED TO APPROVE THE JOB DESCRIPTION AND FORWARD IT TO THE COMMON COUNCIL

** MOTION PASSED UNANIMOUSLY

HUMAN RESOURCE ASSISTANT

Mr. Hasselkamp said that this is an attempt to create a position to administer certain Human Resources functions. Mr. Grant suggested revisiting the wording in the job description where it refers to assisting in contract negotiations. The Committee members agreed with Mr. Grant's suggestion and so did Mr. Hasselkamp.

** MS. ROMANO MOVED TO APPROVE THE JOB DESCRIPTION AND FORWARD IT TO THE COMMON COUNCIL

** MOTION PASSED UNANIMOUSLY

GOVERNMENT AFFAIRS COORDINATOR

Mr. Grant said that when this Committee and the Coom Council approved the position of full time Grants Coordinator in February 2006, they agreed not to have the position of Assistant to the Mayor. They did not say that the Mayor could not have a position. Mr. Hasselkamp suggested making an amendment to the pay plan to reflect that change.

Mr. Bondi said that during the Esposito administration, he had Ms. Senie as the Assistant to the Mayor/Grants Coordinator. He said that he is not in favor of this position and would like to see it as a part time position to start and see if it warrants increasing the position to full time later.

Mr. McQuaid said that the last administration proved that the job of the Mayor is bigger than it used to be. He said that he did not think it would be easy to have a part time position for a full time mayor.

Ms. Romano said that she disagreed with Mr. Bondi and said that this is a totally different position from the Assistant to the Mayor position. She said that this person will not have the same responsibilities as the former Assistant to the Mayor. This will be a 24/7 position.

Mr. Bondi said that this is going to be a tough year, and can not see spending \$75,000. Mr. Grant recommended that the job description go back for further clarification and review in conjunction with the Personnel Director and the Mayor.

Mr. Grant said that in going through the job specification it give the illusion that the position can direct the directors of the City and that is a misnomer. They are not Chief of Staff or the Assistant to the Mayor. The job description needs to be re-vamped and the first step is to determine if this is the right job specification.

**** MR. BONDI MOVED TO TABLE THIS ITEM AND SEND IT BACK TO THE PERSONNEL DIRECTOR AND THE MAYOR FOR REVISIONS WITH THE CHAIR**

Mr. McQuaid requested that a follow up meeting take place before the next Common Council meeting.

Mr. Grant said that unless that is disapproved by the Committee Chair, the Chair has the authority to move the item to the full Common Council. He said that as he goes through the job description, it is not the same position they knew before. It is not the former Assistant to the Mayor position; it is a brand new position. He therefore suggested going back for a thorough re-write and review.

Mr. Grant will schedule a meeting between the Mayor and Mr. Hasselkamp to re-write the job description and asked Committee members to provide him with comments.

**** MOTION PASSED WITH TWO (2) VOTES IN OPPOSITION (MR. MCQUAID AND MS. ROMANO)**

ADJOURNMENT

There was no further business and the meeting was unanimously adjourned at 8:40 p.m.

Respectfully submitted,
Rosemarie Lombardi
Telesco Secretarial Services

**SPECIAL MEETING
JANUARY 18, 2007**

ATTENDANCE: Herbert Grant, Chair; Gwen Briggs; Joanne Romano

STAFF: James Haselkamp, Director of Personnel & Labor Relations

PUBLIC HEARING

COMPREHENSIVE PAY PLAN, PERFORMANCE EVALUATION AND MERIT
INCREASE PROGRAM

Mr. Grant opened the public hearing at 7:20 p.m. He explained that the purpose of the public hearing was to review and accept public comment. He asked if anyone wished to speak. There were no speakers in the audience.

Ms. Diane Lauricella was unable to attend tonight's public hearing and sent an e-mail with her comments to Mr. Grant.

Ms. Briggs left the public hearing at 7:29 p.m. to attend another meeting. She wished it noted that she verbally approved the plan.

There were no other comments and the public hearing was closed at 8:00 p.m.

Respectfully submitted

Rosemarie Lombardi
Telesco Secretarial Services

