

CITY OF NORWALK PERSONNEL COMMITTEE MINUTES

JANUARY 25, 2006

ATTENDANCE: Herbert Grant, Chairman; Gwen Briggs, Richard McQuaid, Matthew Miklave

STAFF: Sara LeTourneau, Director of Personnel; John Schlosser, Personnel Administrator

OTHERS: Police Chief Harry Rilling, Jack Orchulli, Assistant to the Mayor, Michael Dolhancryk, NPD Director of Communications, Art Scialabba

1. CALL TO ORDER

Chairman Grant called the meeting to order at 8:00 p.m. He called the roll and noted that Ms. Romano and Rev. Olmstead-Sawyer were absent.

2. APPROVAL OF THE MINUTES FROM SEPTEMBER 28, 2005

** MR. MCQUAID MOVED TO APPROVE THE MINUTES OF SEPTEMBER 28, 2005.

There was a discussion as to why the minutes from September had not been approved at an earlier time. Ms. LeTourneau explained that the October meeting did not have a quorum and the meetings in November and December were canceled. Mr. McQuaid asked why the question of why the position of Registrar of Voters was not on the ordinance list had not been answered. Mr. Miklave pointed out that the position is on the Ordinance list but no increases can be given during election years. Therefore, the office was left off of the list on the night of the Common Council vote.

** THE MOTION PASSED WITH TWO ABSTENTIONS (BRIGGS, MIKLAVE).

3. ESTABLISH FIFTH (5TH) DISPATCH SUPERVISOR POSITION (NASA GRADE 4)

** MR. MIKLAVE MOVED TO ESTABLISH FIFTH (5TH) DISPATCH SUPERVISOR POSITION (NASA GRADE 4)

Mr. Dolhancryk, the Norwalk Police Department Director of Communications introduced himself to the Committee and proceeded to review the job requirements and the current situation. Approval of this position would release one additional police officer for patrol during the 12 am to 6 am shift.

**** THE MOTION PASSED UNANIMOUSLY.**

4. PROPOSED SALARY RATES FOR NEW AND REVISED POSITIONS

a. Establish new position of Grants Coordinator and proposed recommended salary level \$80,000.

**** MR. MIKLAVE MOVED TO SCHEDULE A PUBLIC HEARING FOR THE ESTABLISHMENT OF A NEW POSITION GRANTS COORDINATOR AND PROPOSED RECOMMENDED SALARY LEVEL OF \$80,000.**

Mr. Orchulli introduced himself to the Committee and explained that Mayor Moccia had a conflict in the schedule. Mr. Orchulli gave a quick overview of the situation to the Committee. He spoke with several neighboring towns and discovered that the Grants Coordinator was able to obtain millions in funding for various project. Mr. Orchulli also discussed this position with Mr. Hamilton, the Director of Finance, and stated that Mr. Hamilton believes the position will pay for itself.

Ms. LeTourneau gave the Committee a brief history of the position, which had been occupied up until 1999, when the position became vacant. Mayor Knopp combined the position with that of the City Clerk during his first term. When that move was made, the City had negotiated the change with NASA. As a stand alone position, the job would be part of the ordinance list and would be appointed by the Mayor with approval of the Common Council.

There was some discussion about the Mayor's current salary increase which was recently passed. It was pointed out that Mayor Knopp had declined an increase in 2003 and that the salary increase had been approve before Mayor Moccia was elected. It was also stated that Mr. Orchulli had declined the salary for the position of Assistant to the Mayor.

Chairman Grant asked Ms. LeTourneau for a list of positions that had fixed terms. Ms. LeTourneau replied that she had such a chart in her office.

**** THE MOTION PASSED UNANIMOUSLY.**

b. Amend position of City Clerk/Grants Coordinator to eliminate Grants Coordinator function and establish the position as City Clerk – Recommend a one-time salary adjustment to bring the annual salary to \$56,500.

**** MR. MIKLAVE MOVED TO SCHEDULE A PUBLIC HEARING FOR THE AMENDMENT OF THE POSITION OF CITY CLERK/GRANTS COORDINATOR TO ELIMINATE GRANTS COORDINATOR FUNCTION AND ESTABLISH THE POSITION AS CITY CLERK – RECOMMEND**

A ONE-TIME SALARY ADJUSTMENT TO BRING THE ANNUAL SALARY TO \$56,500.

Mr. Orchulli stated that he felt that Mayor Knopp had been correct in appointing an Assistant to the Mayor. Mr. Miklave expressed shock that the Mayor had broken a campaign promise about this and that this was the first time he had heard that the position might not be temporary. Mr. McQuaid pointed out that Mayor Moccia had stated that the position of Assistant to the Mayor was important in a newspaper article last year.

Chairman Grant said that the vital point was to ascertain where the funding for this position were coming from. Originally, the funding for the salary was to come from the discontinued Mayoral Assistant position. Mr. Orchulli stated that a portion of the salary was slated to come from a reduction in salary of the City Clerk/Grants Coordinator. Chairman Grant stated that the funding needed to be discussed further.

Mr. Miklave requested Ms. LeTourneau to ask the Mayor what his plans are for the position of Assistant to the Mayor. He pointed out that both the federal and the state have been cutting back in grant funding during the last four years.

**** THE MOTION PASSED UNANIMOUSLY.**

c. One-time recommended salary adjustment of the Mayor's Executive Secretary's position to \$50,000.

**** MR. MCQUAID MOVED TO SCHEDULE A PUBLIC HEARING FOR A ONE-TIME RECOMMENDED SALARY ADJUSTMENT OF THE MAYOR'S EXECUTIVE SECRETARY'S POSITION TO \$50,000.**

Mr. Miklave stated that as a Labor and Employment attorney, he wondered what the effects of such an action would be in the future regarding this type of adjustment.

Mr. Schlosser reviewed the salaries paid in six different cities in Connecticut. Following some discussion, Mr. Miklave stated that he would be more comfortable amending the motion to include a salary range for the position.

**** MR. MIKLAVE MOVED TO AMEND THE PROPOSAL TO READ AS ONE-TIME RECOMMENDED SALARY ADJUSTMENT OF THE MAYOR'S EXECUTIVE SECRETARY'S POSITION TO \$50,000 WITH A NEW SALARY RANGE OF \$50,000 TO \$65,000.**

**** THE MOTION PASSED UNANIMOUSLY.**

5. DISCUSSION/APPROVAL OF SECOND AMENDMENT TO CITY OF NORWALK'S PENSION PLAN

Ms. LeTourneau reviewed the Amendment to the Committee. Mr. Miklave had questions about Number 2, Section 8.01 regarding whether interest was paid to those who cashed out of the Plan. Ms. LeTourneau explained that only pertained to those who were not vested.

Mr. Miklave had questions regarding the definition of “spouse” in Number 3, Section 8.04. Ms. LeTourneau replied that the definition was dictated by Connecticut State Law. Mr. Miklave then questioned the definition of “spouse” in subsection (f). Ms. LeTourneau stated that this subsection defined “spouse” under current Federal Law. Mr. Miklave then wanted to know if the City was extending to domestic partners all of the benefits possible. Ms. LeTourneau replied that the City was doing so.

Chairman Grant asked why this document, which has an Amendment date from December of 2005, had not been presented earlier. Ms. LeTourneau reiterated the fact that the October meeting did not have a quorum and that November and December’s meetings had been canceled. Chairman Grant requested that Ms. LeTourneau see that such business such as this is dealt with in a timely manner. He also stated that the signature date should be changed to reflect the appropriate date.

**** MS. BRIGGS MOVED TO APPROVE THE SECOND AMENDMENT TO CITY OF NORWALK’S PENSION PLAN.**

**** THE MOTION PASSED WITH ONE ABSTENTION (MCQUAID).**

6. NEW BUSINESS

Chairman Grant informed the Committee that Chief Rilling was present to speak to them about an Employee Assistance for the Police and Fire Department.

Chief Rilling introduced himself to the Committee and said that he could only speak for the Police Department on this subject, but that as first responders, both the police and fire department encounter things that the general population does not. The Employee Assistance Program (EAP) has participants from every municipality in Connecticut except Greenwich, Hartford and Norwalk.

Chief Rilling went on to explain that the Public Safety EAP helped the Police Department in the aftermath of critical situations. He also explained the benefits package and that there are workshops for supervisors to pinpoint trouble. He explained that the first year, the Department would pay for the service out of forfeiture funds. After that, it would have to be included in the operating budget.

Chairman Grant directed Ms. LeTourneau to schedule a presentation with a representative from the EAP and also asked Chief Rilling to be present to give his evaluation of the program.

7. ADJOURNMENT

- ** MR. MIKLAVE MOVED TO ADJOURN.
- ** THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 9:30 p.m.

Respectfully submitted,

Sharon L. Soltes
Telesco Secretarial Services

