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*The Personnel Commission held their regular meeting on
Thursday, October 28, 2021 at 5:00 p.m. via a Zoom meeting.*

Present:

Carl Weinberg, Commissioner	Alfred Cava, Director of Human Resources	Michael Pensiero, Director of IT
Beth Adamson, Commissioner	Angelo Sestito, Assistant Director of Human Resources	Bharat Gami, Chief Building Official
Greg Oliver, Commissioner	Vanessa Francis, Human Resources Generalist	Sandy Dennies, Director of Administration
Kathryn Emmett, Director of Legal Affairs	Rose Frager, Human Resources Generalist	David Yanik, Controller
Michael Pollard, Chief of Staff	Laurie DiPreta, Human Resources Assistant	
Jody Bishop-Pullan- Interim Director of Health	Bill Napoletano, Tax and Revenue Collector	

With a quorum present, Commissioner Carl Weinberg chaired the meeting tonight. Chairman Marc Teichman was not able to attend the meeting. The meeting was called to order at 5:04 p.m.

NEW BUSINESS:

- Approval of the Minutes:**
 - September 23, 2021 Regular Meeting

Commissioner Carl Weinberg stated that the first order of business was approval of the minutes from the September 23, 2021 regular meeting. Commissioner Carl Weinberg entertained a motion to accept the minutes as they are written. Commissioner Greg Oliver accepted the motion to approve the minutes and it was seconded by Commissioner Beth Adamson. All were in favor and the minutes were approved. The minutes were accepted and approved as submitted.

- Building Department:**
 - Request to create a new Classification of Office Supervisor and Data Analyst

Al Cava introduced Department Head, Bharat Gami who presented and explained the need for this position in his department. Bharat Gami explained what the department needs in detail regarding this role. That they need this position to oversee the works of

the three Permit Technicians currently in place. They will manage the Permit Portal, configure and make changes and help users to use the systems. They will prepare demolition applications and manage those under the State Demolition Code, they will receive the applications and prepare legal letters. Notifying neighbors on demolition plans and helping with personnel issues. Helping staff with day to day responsibilities. Bharat Gami turned it over to Rose Frager who stated that they created this job description to truly reflect what the person is doing in this role. Commissioner Carl Weinberg asked if Commissioner Beth Adamson or Commissioner Greg Oliver had any questions, they did not. Commissioner Carl Weinberg asked Bharat Gami and Rose Frager that if this position was approved will it replace the Data Analyst Administrative Assistant position, the answer was yes. It would be a swap one for one. The classification for the previous position was A04, this would be eliminated and create an A06 position. This position is already authorization and is in the budget Rose Frager stated. It was stated that the other A06 positions have the same type of requirements such as a BA degree plus five (5) years' experience, two of a supervisor role. There were no further questions. There was a motion by Commissioner Greg Oliver to accept the position as presented, to create the classification of Office Supervisor and Data Analyst, Commissioner Beth Adamson seconded it and all were in favor and the motion was carried.

3. **Controller's Office:**

- Creation of classification- Project Accountant- Data Analytics

David Yanik presented, the department did a needs assessment and felt it was a good idea to upgrade this position a bit. Not certain job market would yield them a lot of candidates because the job market is competitive right now. They need someone with this type of background and they have cost savings from the position being open. They need someone to help with data implementation and help with the data transition and all the things to come out with this conversion with this new accounting system. Commissioner Carl Weinberg asked the way they described the position they have a significant but temporary need for an upgrade but this is a permanent upgrade so explain the need. David Yanik said that they are going to have mountains of data available to them post implementation and tons of data and this individual needs to turn it into reports, they need to look at it for trends to see how useful the data could be to their department and other departments from the Oracle ERP systems. Not a short term, one time situation, it will be ongoing, forward looking, fully utilized over time. Commissioner Beth Adamson commented the way it was explained, traditionally was a project accountant role and will have a little different than just an implementation person. Sandy Dennies stated they will be integrating over 30 systems. So they will be able to generate reports and help departments make better decisions as to you know their business and where they are going to need and what the data is showing them in terms of the business. This is not a short term thing. Commissioner Carl Weinberg stated that if the Commission approves this it would be roughly a \$10,000 to 15,000 increase in salary is there approval in the budget for this? David Yanik said there would be some salary savings. Commissioner Carl Weinberg asked about the experiences on the description and why it didn't included Governmental Accounting background on it. David Yanik stated that the Government experience would be a plus but he can teach them Governmental accounting, as long as they have the data analytical experience, they are trying not to box themselves in. Commissioner Carl Weinberg asked who this position reported to and David Yanik said it would report into him directly. It was asked for clarification and confirmed that the Payroll Department does not report into it. Commissioner Carl Weinberg entertained a

motion and Commissioner Beth Adamson made a motion to accept the motion of this creation of Project Accountant – Data Analytics at a Pay level of A10. Commissioner Greg Oliver seconded it, all were in favor and the motion was carried and approved. All were in favor and motion was carried.

- **Revision and reallocation- of Payroll Supervisor to Senior Payroll Manager, Payroll Division**

Next Agenda item. This individual will report into David Yanik, Controller. Commissioner Greg Oliver asked in the position description it included equivalent combination of education, training and experience in the rewrite that requirement was eliminated and Commissioner Greg Oliver was curious and asked why that was. Sandy Dennies stated it was there on the minimum qualifications on Page 3 of the documents that were given to the Commission. Commissioner Carl Weinberg stated that in the prior description, the one that would be replaced, there was an alternative set description, Vanesa Francis responded if that was the case it should be deleted, it was an error. It is looking as this as an opportunity to advancement and development a payroll managers position that was not a senior position. Vanesa Francis stated that we could add this language if they felt strongly about it. Commissioner Greg Oliver stated that he feels for consistency sake it should be there. There were no comments or questions. Commissioner Carl Weinberg stated that the incumbent would move to an A11 role. This person is on the top step of that and the proposal is to move them to the top step of A11. Commissioner Carl Weinberg said why it was necessary to go to the top step. Why was it felt necessary to go all the way to the top step? David Yanik said we are recognizing all the years of experience he has with the City and the previous payroll system. Also was integral with the Dayforce system that went live on July 1, 2021. Commissioner Carl Weinberg said this was about a 12 or 13 percent increase in which that is significant. Sandy Dennies said the incumbent brought years of experience and has been in the position for a long time. Works with many different types of Unions almost 6,000 payrolls a month on 18 different systems. She personally believes he has been underpaid for years. It would be remiss for them not to look at all of this. Sandy stated she has a lot of respect for him and his abilities. Commissioner Greg Oliver said it seems like a significant step, Sandy Dennies stated that as long as we give him at least a 10% increase she would feel okay with that. Everyone was in agreement with that. Commissioner Carl Weinberg asked Human Resources to read again the Steps for salary. Al Cava did so. Vanesa Francis added that the Union contract requires them when someone is reclassified to put the person in the next step that gives them at least a 10% increase. No other questions and/or comments were noted. So the Chair entertained a motion to approve. Commissioner Greg Oliver moved to accept the motion to increase salary level of the Payroll Supervisor to new Classification to Senior Payroll Manager, Payroll Division A11 salary grade. Commissioner Beth Adamson seconded that. All were in favor and it was passed.

- **Retitle Position for Notation- Assistant Payroll Supervisor to Assistant Payroll Manager**

Commissioner Carl Weinberg suggested going out of order on Agenda moving to Assistant Payroll Supervisor be changed to Assistant Payroll Manager. David Yanik said that this is for notation purposes only. Commissioner Carl Weinberg said this is so noted.

- **Retitle Position for Notation- Project Accountant to Project Accountant-Financial Reporting**

Commissioner Greg Oliver said it should have same wording, the consistent working in the minimum qualifications relative to equivalency. And Vanesa Francis made a note of this. No motion for this it is for notation only stated Commissioner Carl Weinberg.

1.) Data Information Services Administration:

- Advance Starting Rate of Pay- Chief Information Officer

Al Cava said Michael Pollard is here to speak on this. Michael Pollard gave his position on the item. Stated thank you for the approval of the CIO position. He stated that they have learned a great deal since this hire. The City's system is very dated. There was an assessment done from a cyber-security standpoint that suggests we need to do significant amount of work in cyber security.

It has been brought to our attention that the aging disparate platform for the City in terms of email, etc. has become dated and a vulnerable spot for the city. We are in a critical time in the City.

The current individual in this role has an impressive background, not a typical or average individual. His credentials are exceptional. No one was even close to his credentials. Commissioner Greg Oliver stated you place a good deal of importance of his uniqueness and it would be difficult to find anyone with his credential since this marketplace meaning the great New York area. Al Cava stated that he is going to have a contract going before full Board on November 3rd. His contract is a four year contract. Commissioner Carl Weinberg said the chair will entertain a motion to approve the advance starting rate of Pay. Commissioner Greg Oliver made motion, Commissioner Beth Adamson seconded that all were in favor and motion carried.

- Advance Starting Rate of Pay -Technology Project Manager

Michael Pollard started and stated that this individual is well qualified and worked in military and army doing similar things. She is the only person in the city that has the knowledge. Commissioner Carl Weinberg asked if this individual was an internal transfer. Michael Pollard confirmed this. They would like to move this individual to a Step F from the midpoint. There were no additional questions from the commission. Commissioner Carl Weinberg said the competitive data that Human Resources presented was very compelling in particular the information about what's reasonable from a retention standpoint. The temporary Chair, Commissioner Carl Weinberg entertained a motion. Commissioner Beth Adamson made a motion to approve Step F. All were in favor, the item was passed by all.

**Commissioner Carl Weinberg stated that in an effort to maximize time they were going to skip around the Agenda items.*

- Request to create the classification of- Information Manager

No questions on this and motion was approved and passed.

6.) Legal Department:

- Advanced Starting Rate of Pay- Senior Paralegal

Kathy Emmett presented to the Commission, she stated that this position is vacant due to the unfortunate fact that their Senior Paralegal had passed away recently. The individual that they would like to fill this would be taking a pay cut to come here hence the advanced starting rate of pay. Commissioner Carl Weinberg stated that the competitive data was provided and it seems to be right in the ballpark. Commissioner Carl Weinberg asked if there was a concern this individual in looking at their application did not have a Paralegal certificate. Kathy Emmett said it doesn't concern them that they do not have a Paralegal certificate. Commissioner Greg Oliver asked if there was an intention for him to acquire a certificate. Kathy Emmett said no. This individual has plenty of experience. Commissioner Carl Weinberg stated motion to approve, at UAW 13 top step of \$91,000.00. Commissioner Greg Oliver said so moved and Commissioner Beth Adamson approved motion. It was approved by all, motion passed.

- *Commission chose to move next onto Agenda item number 10- Transportation Department.*

10.) Transportation Department:

Classification- Deputy Bureau Chief Transportation, Traffic and Parking

Was stated that the funding is there to create the position. Commissioner Carl Weinberg made motion to approve this position, Commissioner Greg Oliver stated so moved, Commissioner Beth Adamson seconded that and it was approved.

Creation of the unclassified position in the Mayor's Office.

2.) Mayor's Office:

- Creation of unclassified position- Intergovernmental, Legislative and Community Affairs Director
- Michael Pollard presented starting out by stating that if you visited the city of Bridgeport, New Haven, the City of Hartford they all have this position existing and has existed for years. The City of Stamford does not have a position like this. Commissioner Carl Weinberg suggested that this is a confusing title and it should be thought to retitle this role. This is a political position and it would report to the Mayor and serve at the pleasure of the Mayor. Commissioner Carl Weinberg said the next Mayor would fill this role. By approving it we are not boxing the next administration to do something that they don't want to do. There were no additional questions but Commissioner Beth Adamson readressed that the title needs work and it was agreed upon that it would be modified. Commissioner Greg Oliver accepted recommendation and Commissioner Beth Adamson seconded that and it was approved and passed. Motion passes by all.

8.) Tax Department:

- Reorganization of the Tax Department

Bill Napolitano was at meeting to present this Agenda item to the Commission. Commissioner Carl Weinberg stated that the plan is to eliminate a handful of positions, upgrade a few others and have three or four fewer employees individual in the department. Savings of around \$120,000. These are positions that people have left and will not be filled again. The Commission agreed this seems logical and makes sense. The Chair made a motion to entertain and approve the reorganization of the tax department which includes the creation and reclassification in the positions as outlined in the memo. All were in favor and motion carries.

3.) Technology Management Services (TMS):

- Revision and reallocation Network Administrator

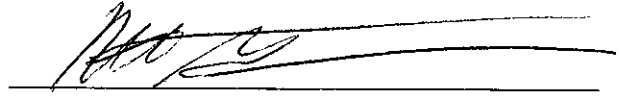
Michael Pensiero was there to answer any questions along with Sandy Dennies on this agenda item. Sandy Dennies said the system that they get are outing in requires a level of sophistication from the individual performing this position. Going from an A09 to A010. Commissioner Carl Weinberg said competitive data that was presented by Human Resources made sense and it was good matches. Mike Pensiero added a comment that they added experience with network security in this positon. Motion was made to accept the Network Administrator position to an A09 to an A010 and it was seconded by Commissioner Beth Adamson. All were in favor and IT Network Administrator revision and reallocation was approved.

4.) Health Department:

- Job Description and reallocation for Notation- Director of Nursing & Dental Services

Jody Bishop-Pullan was there to present. The position is being downgraded taking away Assistant Director to create or recreate the positon we had before. This is a new position and will not require the Masters of Public Health but continue to require a Nursing Degree therefore the position is being downgraded one level. Vanesa Francis stated that the Director of Nursing and Dental service role will take away the Assistant Director components of the positon. Commissioner Greg Oliver asked if we could not find qualified candidates with previous job posting. Jody Bishop-Pullan and Vanesa Francis stated that they did find candidates but that they were unable to retain these candidates. Vanesa Francis stated they had a lot of difficult recruiting for this role that they could not find candidates with a Master's In Public Health. Jody Bishop-Pullan and Vanesa Francis confirmed that there was great difficulty filling this role with a Master's in Public Health requirement. Commissioner Carl Weinberg said the chair would entertain a motion to create the Assistant Director of Nursing and Dental Services position and at a NA012 and eliminate the Assistants Director of Nursing in Health services NA013 position. All were in favor and Commissioner Greg Oliver so moved and Commissioner Beth Adamson seconded that. Motion and agenda item was passed.

Chair entertained a motion to adjourn the meeting and Commissioner Greg Oliver seconded that and the meeting adjourned at 6:45pm.

A handwritten signature in black ink, appearing to read 'Marc Teichman', is written over a horizontal line.

Marc Teichman, Chairperson

Copies to:

Mayor David Martin

Personnel Commission

Kathryn Emmett, Director of Legal Affairs
& Corporation Counsel

Alfred Cava, Director of Human Resources

Lyda Ruijter, Town and City Clerk