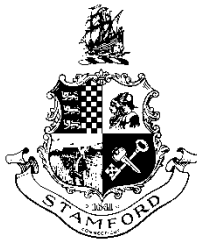


Mayor
CAROLINE SIMMONS



DIRECTOR OF LEGAL AFFAIRS
&
CORPORATION COUNSEL
DOUGLAS C. DALENA

Personnel Commission
Chairman
Marc Teichman

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*The Personnel Commission held their regular meeting on
Thursday, January 27, 2022 at 5:00 p.m. via a Zoom meeting.*

Present:

Marc Teichman, Chairman	Alfred Cava, Director of Human Resources	Laurie DiPreta, Human Resources Assistant
Greg Oliver, Commissioner	Angelo Sestito, Assistant Director of Human Resources	Douglas C. Dalena, Director of Legal Affairs & Corporation Counsel
Carl Weinberg, Commissioner	Vanessa Francis, Human Resources Generalist	Christopher Soules, Interim Director of Human Resources
Beth Adamson, Commissioner	Rose Frager, Human Resources Generalist	Matt Quinones, Director of Operations
Peter Nanos, Commissioner	Bridget Fox, Chief of Staff	

With a quorum present, Chairman Marc Teichman called the meeting to order at 5:01 pm.

NEW BUSINESS:

- **Approval of the Minutes:**
December 16, 2021 Regular Meeting

Chairman Marc Teichman made a motion to accept the minutes as written; Chairman Marc Teichman accepted motion to approve the motion, Commissioner Carl Weinberg had motion and Commissioner Greg Oliver seconded the motion. The minutes were approved as submitted unanimously.

- **Mayor's Office:**
Advanced Starting Rate of Pay- Director of Legal Affairs

Al Cava presented the request to change the salary grade for the Director of Legal Affairs, to a Grade 8, Step 4 level. Chief of Staff, Bridget Fox was at the meeting to present, stated they are excited and honored that Douglas Dalena chose to come to Stamford. Mr. Dalena brings to the City of Stamford his vast expertise and experience. His willingness to leave the Governor's Office and be with us in the City 100 percent of

the time is wonderful. Chairman Marc Teichman asked if he was going to move to Stamford, to which Bridget Fox confirmed yes, he is relocating. Commissioner Carl Weinberg had concerns on Salary levels to which Al Cava said there would be a Compensation Survey done in the future for the Pay Plan individuals and someone from the outside will do this. This study will look at the salary ranges of the Pay Plan grades. Commissioner Greg Oliver stated he also agrees with Commissioner Carl Weinberg on his concerns and liked the idea of a study being conducted. Al Cava agreed that clearly this is something that needs to look at. Chairman Marc Teichman asked if anyone wanted to make a motion and Commissioner Carl Weinberg made motion to approve at a Step 4 of Grade 8, Commissioner Greg Oliver seconded this motion, all were in favor and the motion was carried. A congratulations and welcome aboard to Doug Dalena was announced.

- **Mayor's Office:**

Reclassification of Salary- Diversity, Equity and Inclusion Officer

Al Cava introduced Chief of Staff, Bridget Fox to speak on this agenda item. Al Cava stated that based on the scope of the position they are looking to change the salary grade and reporting structure. Bridget Fox stated that as the Mayor stated in her memo to the Personnel Commission creating a more equitable and inclusive city is one of her key priorities as Mayor of Stamford. Previously this position was approved at a Grade 6 position and Mayor Caroline Simmons now wants this position to report directly to her as a Cabinet member. Chief of Staff Bridget Fox said the Mayor really believes this role is a huge job and we need someone with the right skills and experience. We want to attract the right talent said Chief of Staff Bridget. In order to attract someone of this caliber they would like this approved at a Grade 7, Step 1 position. In addition they would like the DEI Officer to report directly to the Mayor and become a member of her cabinet. They will then plan to revisit the job description and scope of work once the person is hired, as these positions tend to change over time. Commissioner Greg Oliver asked if it is their expectation that in six months they would come back to ask the PC for a Step 8. Al Cava responded he could not speculate on the future. This salary range is very reasonable for a job at this level. Commissioner Carl Weinberg stated that there is no competitive data included with the documentation provided to the PC. Al Cava said there is none in Fairfield County currently. While there was New Haven compensation data, Massachusetts compensation information and private industries comps, there is none for municipalities. Al Cava said more and more municipalities would be adding this role in the future. We are one of the first to add this role. Bridget Fox said the Mayor takes a leadership role in the State on adding this role. Commissioner Carl Weinberg asked if they have begun recruiting for this position, Al Cava answered yes, we have. Chairman Mac Teichman made a motion to accept the change in job description and change in the salary to Grade 7, Step 1 in the Pay Plan, reporting to the Mayor, Commissioner Greg Oliver seconded it and all were in favor and unanimously moved and approved unanimously.

- **Legal Department:**

Advanced Starting Rate of Pay- Assistant Corporation Counsel

Al Cava presented this agenda item. This agenda item was presented to the Commission before but with a different candidate. That previous candidate did not accept our job offer, she had withdrew. They have since found a new candidate and have the same

issue as the other candidate in regards to compensation/salary. Douglas Dalena joined the meeting as well to present on this topic. Included in the Personnel Commission packet, there is the cover letter and resume of the candidate and current salary grades and schedule grades for Town of Greenwich, which has a similar office there as ours. There was discussion around the topic of the Pay Schedule again among the Commission. An analysis to be shared with the Commission was asked by Commissioner Carl Weinberg and agreed to as well by Commissioner Greg Oliver on frequency of requests for Advanced Starting Rate of Pay for candidates. Al Cava said one would be completed soon. Commissioner Carl Weinberg made motion to offer the candidate a starting salary at Step 8 of Grade 14. Commissioner Peter Nanos seconded that motion, motion was carried, and all were in favor. Motion passed.

- **Operations Department:**

New Classification- Deputy Director of Operations for Interdepartmental Affairs

Al Cava introduced this agenda item and introduced Matt Quinones who spoke on this in more detail. Matt Quinones referred to his cover memo to the PC on this item and wants the PC to approve the new job description. The City of Stamford's Office of Operations is a broad department with many different functions in it. This position would help with these responsibilities. This Department is one of the largest in the City with Parks and Facilities. Basically, the goal is to keep this position budget neutral. This position would be filled before the Bureau Chief of Parks and Recreation position is filled. Commissioner Carl Weinberg said would this position replace the Bureau Chief of Parks and Recreation position, and Matt Quinones stated no that position has been not been filled in over a year so they rather fund this position first and then create a strategic plan for that position in the future. Commissioner Carl Weinberg asked if the Bureau Chief position would remain on the Organizational Chart but not fill it. Matt Quinones confirmed this. Motion made by the Commissioner Greg Oliver, that this position be approved for Deputy Director of Operations for Interdepartmental Affairs at a Salary Grade 6 pay range for this position. Then Commissioner Peter Nanos seconded that, all were in favor and it was passed unanimously.

**Commissioner Beth Adamson joined the meeting at 5:41 p.m.*

- **Board of Education:**

New Classification- Administrative Coordinator - BOE

Appearing before the Commission on this matter was Chris Soules, Interim Human Resources Director of the BOE and Rose Frager, Human Resources Generalist to speak on this agenda item and the importance for this role. They are proposing this change because the Executive Secretary that is in this role is doing much more than her current role for at least two years. She has been taking additional responsibilities on so this would reflect on the work she is currently doing. Chris Soules stated that they created this job description to reflect on what she is currently doing. She is currently supporting the school nutrition program for 16,000 students that are considered participants among other additional responsibilities in regards to this program. The question was asked by Commissioner Greg Oliver will this title of Executive Secretary now go away and Chris Soules and Rose Frager both stated that yes, it would it would transition to this new classification. This position is currently a UAW 11. She is currently at a UAW 10 and will move into a higher Grade. No other questions or observations on this so Chairman Marc Teichman made motion to change classification to Administrator Coordinator of

BOE at a new level of Grade 11 from Grade 10, Commissioner Greg Oliver seconded motion, all were in favor and motion was carried.

- **For Notation**

Diversity, Equity and Inclusion Officer- Noted

Chief Digital Officer- Noted

Office of Policy Management, Director of OPM- Noted

Road Maintenance Division Manager- Noted

Environmental Enforcement Officer- Noted

Assistant City Engineer - Noted

Since there was no other business to discuss. The Chair Marc Teichman made a motion to adjourn the meeting. The meeting adjourned at 6:01 pm.

Marc Teichman, Chairperson

Copies to:

Mayor Caroline Simmons

Personnel Commission

Douglas C. Dalena, Director of Legal Affairs
& Corporation Counsel

Alfred Cava, Director of Human Resources

Lyda Ruijter, Town and City Clerk