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*The Personnel Commission held their regular meeting on  
Thursday, April 28, 2022 at 5:00 p.m. via a Zoom meeting.*

***Present:***

Marc Teichman, Chairman	Alfred Cava, Director of Human Resources	Christopher Soules, Executive Director of Human Resources, SPS
Greg Oliver, Commissioner	Sandy Dennies, Director of Administration	Kevin McCarthy, Director of Facility Operations
Jacklyn Williams, Commissioner	Rose Frager, Human Resources Generalist	Angela Thomas-Graves, Director of Adult Education
Beth Adamson, Commissioner	David Yanik, Controller	
Laurie DiPreta, Human Resources Assistant	Frank Petise, Transportation Bureau Chief	

With a quorum present, Chairman Marc Teichman called the meeting to order at 5:00 pm.

**NEW BUSINESS:**

• **Approval of the Minutes:**

Chairman Marc Teichman moved to approve the minutes of the March 24, 2022 regular meeting; seconded by Commissioner Greg Oliver. Approved unanimously.

• **Administration Department:**

A request was made to the Personnel Commission to hire above the midpoint for the OPM Director.

Sandy Dennies, Director of Administration, who appeared along with David Yanik for this agenda item. Ms. Dennies stated that the position was difficult to recruit for and it was a long and difficult search but they feel like they have found an excellent candidate. They feel this candidate is the best and most qualified based on her previous and current work experience. She has worked for the City of Hartford since 2006. They are hoping to get her to a salary of \$160,000 annually in July. All the compensation studies support that this individual should be hired above the mid-point. They feel this candidate is worthy of these dollars. She will have a broad range of duties. Chairman Marc Teichman asked if a lot of candidates applied for this job to which Sandy Dennies replied not a ton. They were certain

that she should be the one to take the position when they met with her. Sandy stated that this candidate is seen as a change agent and her references are glowing. Sandy Dennies stated that she is the perfect person for this role. Chairman Marc Teichman asked what other positions are in Salary Grade A-12 is at a Step 7 to which Al Cava responded the Director of Health and the Director of Human Resources. Commissioner Greg Oliver asked if she would relocate to the City to which Sandy Dennies replied it is her plan to have an apartment in downtown Stamford. She does teach a graduate class at Trinity College so that will be her only commute. Chairman Marc Teichman asked if they feel she is committed to the City to which Sandy Dennies replied that she is thrilled to be offered the position. After much discussion, Greg Oliver moved to approved the request to hire the candidate above the midpoint; seconded by Commissioner Beth Adamson. Approved unanimously.

\*At 5:19pm Commissioner Jacklyn Williams joined the meeting.

- **Controller's Office:**

Request to create the classification of Revenue Accountant

Appearing on this matter was David Yanik, Controller. Mr. Yanik explained that this new classification is being created due to of an individual working out of class, which resulted in a grievance with the Union. This position will handle non-tax revenue, the recording not the receiving of cash. If the request is approved, the individual will move from MAA A-4 to A-7. This will not result in an additional headcount to the department. The individual's job description has been out of date for some time. Commissioner Jacklyn Williams asked if a new employee could fit this role in the future. To which Mr. Yanik responded, yes. Commissioner Beth Adamson moved to create the new classification of Revenue Accountant at the level of MAA Salary Grade A-7; seconded by Commissioner Greg Oliver. Approved unanimously.

- **Board of Education:**

Request to create the classification of Business Operations Coordinator-Adult Education

Christopher Soules, Executive Director of Human Resources for the BOE appeared on this matter. Mr. Soules stated that the current role is more of a bookkeeper type role and this new position would be more detailed and responsible for the entire financial aspects of Adult Education. The entire finance operations including payroll and record keeping and the Grants that the Director is able to obtain for the programs. This person will help with the Grants Program. There is the aspect of the Office Manager role in this position and will liaison between with Adult Education and the Board of Education Department. Commissioner Greg Oliver moved to approve the creation of the classification of Business Operations Coordinator-Adult Education; seconded by Commissioner Beth Adamson. Approved unanimously.

- Request to create the classification of Administrative Account Clerk-BOE Facilities

Kevin McCarthy, Facilities Director, appeared on this matter. Mr. McCarthy explained that currently there is an Account Clerk II performing the work but that individual is working out of classification. The new job description reflects what this person truly does. The person is responsible for all administration of vendors and other compliance statements, processing PO's to closing out projects in regards to invoicing and grant funding. Commissioner Greg Oliver stated and noted that this position requires an Associate's degree; to which Rose Frager stated that it is required. Commissioner Beth

Adamson moved to approve the request to create the classification of Administrative Account Clerk-BOE Facilities; seconded by Commissioner Greg Oliver. Approved unanimously.

**Operations Department:**

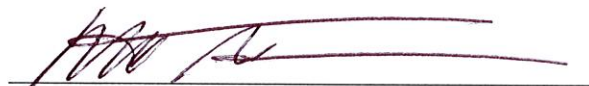
Request to create the classification of Signs and Lines Technician- Transportation, Traffic and Parking

Frank Petise appeared before the commission on this matter. Mr. Petise explained the importance and the functions of the position. This new job description will better reflect the employees' work responsibilities. Chairman Marc Teichman made note of the increase in salary from grade 10 to 15, which is a big jump. Frank Petise stated the employees are required to be certified to use the bucket trucks; it is more of a technical job as noted by Al Cava. Commissioner Greg Oliver inquired if the Bucket Certification is a stand-alone certification to which Mr. Petise replied yes. He also explained that they work with Risk Management on this and there is a three-year certification needed. Chairman Marc Teichman moved to create the new classification of Signs and Lines Technician at a Salary grade of OE15; seconded by Greg Oliver. Approved unanimously.

• **For Notation**

- Assistant Superintendent of Greens retitled to Assistant Superintendent for Greens and Grounds - Noted
- Equipment Mechanic retitled Power Equipment and Light Vehicle Mechanic- Noted
- Maintenance Supervisor – Facilities and Parks- Noted
- Plant Maintenance Control Clerk retitled to Procurement Coordinator- WPCA - Noted

Chairman Marc Teichman moved to adjourn the meeting at 6:11 p.m.; seconded by Commissioner Greg Oliver. Approved unanimously.

  
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