



**CITY OF STAMFORD**  
**OFFICE OF LEGAL AFFAIRS**  
**HUMAN RESOURCES DIVISION**  
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*The Personnel Commission held their regular meeting on  
Thursday, January 26, 2023 at 5:00 p.m. via a Zoom meeting.*

***Present:***

Marc Teichman, Chairperson	Alfred Cava, Director of Human Resources	Matthew Quinones, Director of Operations
Lynn Arnow, Commissioner	Rosemarie Frager, Principal Human Resources Generalist	Josephine Carpanzano, Deputy Director of Operations
Carl Weinberg, Commissioner	Vanesa Francis, Principal Human Resources Generalist	Frank Fedeli, Chief Compliance Officer
Douglas Dalena, Director of Legal Affairs & Corporation Counsel	Kimberly Hawreluk, Human Resources & Benefits Assistant	Rhudean Bull, Administration Manager – WPCA
Judith Isidro-Dickson, Executive Assistant – Legal Affairs	Beatriz Nieves, Human Resources Associate	Dan Colleluori, MAA Union
	Louis Casolo, City Engineer	Various members of the Public in attendance

With a quorum present, Chairperson Marc Teichman called the meeting to order at 5:05 p.m.

**NEW BUSINESS:**

**1. Approval of the Minutes:** December 15, 2022 Meeting

Commissioner Carl Weinberg moved to approve the minutes of the December 15, 2022 Personnel Commission regular meeting; seconded by Commissioner Lynn Arnow and approved by Chair Teichman.

**2. Legal Affairs Department:** Request for advanced starting rate of pay for Paralegal candidate

Douglas Dalena, Director of Legal Affairs & Corporation Counsel along with Judith Isidro-Dickson, Executive Assistant – Legal Affairs provided information on the department organization and some background on the job search for the Paralegal position.

The Commissioners had a dialogue with those presenting this request regarding the organizational chart, pay rates between individuals within the department and department equity. Principal Human Resources Generalist, Vanesa Francis and Director of Human Resources, Alfred Cava provided additional information regarding pay rates for the various other positions within the department.

After a discussion, Commissioner Carl Weinberg moved to approve the request for an advanced starting rate of pay at the top pay grade and step, UAV1107 for the Paralegal candidate, which was seconded by Commissioner Lynn Arnow. Approved unanimously.

3. **Office of Operations:** Request to create the classification of Code Enforcement Coordinator

Josephine Carpanzano, Deputy Director of Operations, presented the proposed position of Code Enforcement Coordinator to the Commission. If approved, the position would replace the current position of Paralegal, but the rate of pay would remain at the same pay grade.

The proposed position would allow for improvement in cross-functional administrative support, which will assist in actions across departments and result in greater continuity and efficiency within the department and better serve customers.

The Commissioners had a dialogue with those presenting this request regarding the organizational chart and budget assignment. Deputy Director of Operations, Josephine Carpanzano, provided further information on the organizational chart.

Commissioner Carl Weinberg moved to approve the request to create the classification of Code Enforcement Coordinator, which would eliminate the Paralegal position in the department. Commissioner Lynn Arnow seconded the motion. Approved unanimously.

At this time, the Commissioners noted for the record that they would like to request information to be forwarded for Personnel Commission Meetings as far in advance as possible. Director Cava indicated that a review of the dates and deadlines issued to department managers would be reevaluated in order to obtain the documents needed to submit to Commissioners in a timely manner.

4. **Office of Operations:** Request for advanced starting rate of pay for Operations Program Specialist II candidate

Appearing before the Personnel Commission on this matter was Matthew Quinones, Director of Operations.

Director Quinones provided some background on the job search for the position and the need to identify more specific job responsibilities related to construction and project management.

The Commissioners had a dialogue with those presenting this request regarding the organizational chart and the pay rate. Principal Human Resources Generalist, Rosemarie Frager and Director Quinones provided additional information regarding pay rates for the comparable positions, specifically stating that the difference in pay was most likely due to private sector versus a municipality.

Commissioner Lynn Arnow moved to approve the advanced starting rate of pay for the Operations Program Specialist II candidate at MAA, A-07, which was seconded by Chairperson Marc Teichman. Approved unanimously.

5. **Notation: Noted**

**Water Pollution Control Authority:** Lead Mechanic – Water Pollution Control Authority

Director of Human Resources, Alfred Cava and Vanesa Francis, Human Resources Generalist appeared before the Personnel Commission to answer any questions on the item submitted for notation. After a brief discussion, Chairperson Marc Teichman acknowledged the Notation item submitted.

At this time, Chairperson Teichman reiterated his request for information on positions with stipends, including the start and anticipated end dates. Director Cava stated that the data would be researched and provided as soon as available.

Chairperson Marc Teichman moved to adjourn the meeting, which was seconded by Commissioner Carl Weinberg. Approved unanimously. The Personnel Commission meeting was adjourned at 6:07 p.m.

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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