

MAYOR
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*The Personnel Commission held their regular meeting on
Thursday, June 22, 2023 at 5:00 p.m. via a Zoom meeting.*

Marc Teichman, Chairperson	Alfred Cava, Director of Human Resources	Carmen Hughes, Director of Diversity, Equity & Inclusion
Stuart Adelberg, Commissioner	Angelo Sestito, Assistant Director of Human Resources	Beatriz Nieves, HR Assistant
Eilish Main, Commissioner	Rosemarie Frager, Principal Human Resources Generalist	Kimberly Hawreluk, Human Resources & Benefits Assistant
Christopher Soules Executive Director Human Resources - BOE	Thomas Cassone, Director of Legal Affairs & Corporation Counsel	Members of the public

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

NEW BUSINESS:

1. Approval of the Minutes: May 25, 2023 Meeting

Commissioner Main moved to approve the minutes of the May 25, 2023 Personnel Commission regular meeting, which was seconded by Chair Marc Teichman. The motion was approved by unanimous consent.

2. Board of Education:

- Request to Create the Classification of Senior Human Resources Generalist - BOE
- Request of Create the Classification of Human Resources Generalist - BOE
- Request to Create the Classification of Junior Human Resources Generalist – BOEⁱ
- Request of Create the Classification of Leave of Absence Administrator - BOE
- Request of Create the Classification of Human Resources Processing Technician - BOE
- Request of Create the Classification of Human Resources Assistant - BOE

Christopher Soules, Executive Director of Human Resources for the Board of Education provided a comprehensive Memo for all job classification requests listed above and reviewed them individually. The main focus of this request was to match the current job responsibilities with the new structure of the Human Resources Department. As well as promote continuity and accountability, while providing clarity as far as the various job responsibilities as it pertains to the Human Resources job classifications within the Board of Education. It is important to note that there would be no changes reflected to FTE.

Commissioner Adelberg moved to approve all requests to create the classifications as set forth on the Agenda listed under Item two (2), pending the job classification title change as discussed, this was seconded by Commissioner Main. The motion was approved by unanimous consent.

3. **Economic Development:** Request an advanced starting salary for the Director of Economic Development candidate, Leah Kagan.

Request was withdrawn from the Agenda.

4. **Legal Affairs Department:** Request an advanced starting salary for the Deputy Corporation Counsel candidate, Amy LiVolsi.

Alfred Cava, Director of Human Resources and Thomas Cassone, Director of Legal Affairs and Corporation Counsel provided background on the request.

Commissioner Main moved to approve an advanced starting salary for the Deputy Corporation Counsel candidate, Amy LiVolsi. The motion was seconded by Commissioner Adelberg. The motion was approved by unanimous consent.

5. **Leave of Absence Request:** Request from Steven Orgera for an additional three months of unpaid personal leave of absence.


Alfred Cava, Director of Human Resources provided background on the request and reviewed the process of requesting a leave of absence for the Commissioners.

After a brief discussion, Commissioner Adelberg moved to approve the request for an additional three months of unpaid personal leave of absence for Steven Orgera, which was seconded by Commissioner Main. The motion was approved by unanimous consent.

6. **Notations:** After a brief discussion on each notation, Chairperson Marc Teichman and Commissioners acknowledged the Notation items submitted.

- **Board of Education:** School Family Resources Facilitator
- **Mayor's Office:** Senior Administrative Assistant to the Mayor
- **Office of Operations:**
 - Land Use Inspector
 - Principal Housing Planner
 - Zoning Inspector

With no further business, Commissioner Stuart Adelberg moved to adjourn the meeting, which was seconded by Commissioner Eilish Main. Approved unanimously. The Personnel Commission meeting was adjourned at 5:41 p.m.


Marc Teichman, Chairperson

Copies to:

Mayor Caroline Simmons

Personnel Commission

Thomas M. Cassone, Acting Director of Legal Affairs & Corporation Counsel

Alfred Cava, Director of Human Resources

Lyda Ruijter, Town and City Clerk

ⁱ Job Classification changed from Junior Human Resources Generalist - BOE to Human Resources Analyst - BOE