

MAYOR
CAROLINE SIMMONS



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*The Personnel Commission held their regular meeting on
Thursday, July 27, 2023 at 5:00 p.m. via a Zoom meeting.*

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|-------------------------------|---|---|
| Marc Teichman, Chairperson | Alfred Cava, Director of Human Resources | Lou DeRubeis, Director of Public Safety |
| Stuart Adelberg, Commissioner | Angelo Sestito, Assistant Director of Human Resources | Mike Meyer, Director of Family & Community Engagement |
| Lynn Arnow, Commissioner | Rosemarie Frager, HR Manager | Thomas Cassone, Director of Legal Affairs & Corporation Counsel |
| Eilish Main, Commissioner | Vanesa Francis, HR Manager | Carmen Hughes, Director of Diversity, Equity & Inclusion |
| Jaclyn Williams, Commissioner | Beatriz Nieves, HR Assistant | Jody Bishop-Pullan, Director of Health & Human Services |
| Members of the public | Shloka Shetty, HR Assistant | Kimberly Hawreluk, Human Resources & Benefits Assistant |

With a quorum present, Chairperson Marc Teichman called the meeting to order at 5:03 p.m.

NEW BUSINESS:

1. Approval of the Minutes: June 22, 2023 Meeting

Commissioner Adelberg moved to approve the minutes of the June 22, 2023 Personnel Commission regular meeting, which was seconded by Chairperson Teichman. The motion was approved by unanimous consent.

2. Office of the Mayor: Request to create the Classification of Director of Emergency Management in the Pay Plan at Grade 3.

Alfred Cava, Director of Human Resources and Lou DeRubeis, Director of Public Safety provided background on the request.

The position requested would be a new position that was structured from a previous part-time position, into a full-time position. This appointed position is governed by the City Charter with involvement at both the State and Federal level. Funding for the position, is supplemented by grant funds, but would need to seek budget approval for the remaining salary.

The individual in this position is a critical part of the City's Emergency Management Program and would be responsible for the operation of the Emergency Operations Center and coordinating with local government and the creation of programs and completion of related mandated documentation.

Commissioner Adelberg moved to approve the request to create the Classification of Director of Emergency Management in the Pay plan at Grade 3. The motion was seconded by Commissioner Williams. The motion was approved by unanimous consent.

3. **Board of Education:** Request to Create the Classification of Customer Service Specialist – Board of Education.

Mike Meyer, Director of Family & Community Engagement presented this request to the Commission. The City of Stamford Customer Service Specialist job description had been used in the past. In order to match the unique job responsibilities working in Stamford Public Schools a new classification providing clarity as it pertains to the job classification within the Board of Education was requested.

Commissioner Arnow moved to approve the request to create the classification of Customer Service Specialist – Board of Education. Commissioner Main seconded the motion. The motion was approved by unanimous consent.

4. **Legal Affairs Department:** Request an advanced starting salary for the Assistant Corporation Counsel candidate, John Harness.

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

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

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

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, Chairperson Marc Teichman moved to approve the request for an additional three months of unpaid personal leave of absence for Conor Canning, which was seconded by Commissioner Adelberg. 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.

- **Department of Health & Human Services:**

- Public Health Nursing Supervisor – School Nursing
- Public Health Nursing Supervisor – Community Nursing

Human Resources Manager, Vanesa Francis provided background information on the updates to document the job responsibilities of the individuals currently in these positions.

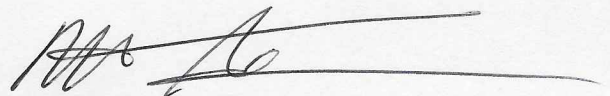
- **Human Resources Division:** Human Resources Representative (Associate)

Due to skill set and responsibilities this job description was negotiated with the Union and changed to a UA-07.

- **Office of Operations:** Director of Land Use Administration

Position now reports to the Director of Operations or designee.

With no further business, Commissioner Stuart Adelberg moved to adjourn the meeting, which was seconded by Commissioner Eilish Main. The motion was approved unanimously. The Personnel Commission meeting was adjourned at 5:56 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