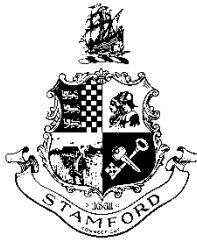


Mayor
CAROLINE SIMMONS



THOMAS M. CASSONE
DIRECTOR OF LEGAL AFFAIRS
&
CORPORATION COUNSEL

PERSONNEL COMMISSION

MARC TEICHMAN, CHAIR
STUART ADELBERG
LYNN ARNOW
ELIZABETH MAIN
JACLYN WILLIAMS

DR. PAULA A. RUSSELL NISBETT
DIRECTOR OF HUMAN RESOURCES

CITY OF STAMFORD
PERSONNEL COMMISSION

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The Personnel Commission held their regular meeting on
Thursday, April 25, 2024, at 5:00 p.m. via a Zoom meeting.

Marc Teichman, Chairperson	Beatriz Nieves, HR Assistant	Louis DeRubeis, Director of Public Safety, Health, and Welfare
Stuart Adelberg, Commissioner	Shloka Shetty, HR Assistant	Jody Bishop-Pullan, Director of Health and Human Services
Jaclyn Williams, Commissioner	Ana Gonzalez, Labor Relations Specialist	Ralph Blessing, Land Use Bureau Chief
Lynn Arnow, Commissioner	Benjamin Barnes, Director of Administration	Brittany Dube, Behavioral Health, Health Promotion and Emergency Response Specialist
Dr Paula A. Russell Nisbett, Director of Human Resources	Teresa Viscariello, Controller	Raquelle Early, Administrative Supervisor
Rosemarie Frager, HR Manager	Rhudean Bull, Administration Manager	Member of the public

With a quorum present, Chairperson Teichman called the meeting to order at 5:00 p.m.

NEW BUSINESS:

1. Approval of the Minutes:

March 28, 2024, Meeting

Commissioner Adelberg moved to approve the minutes of the March 28, 2024, regular meeting; seconded by Commissioner Arnow. *Approved unanimously.*

2. Controller's Office: Request for advanced rate of pay for Controller Candidate.

Ben Barnes, Director of Administration, provided background on the request.

Mr. Barnes presented information about the experience and qualifications of candidate. After much discussion about the candidates experience and skillset, and the value that the candidates brings to role, Commissioner Adelberg made a motion to approve the advanced starting pay for the Controller; seconded by Commissioner Arnow. *Approved Unanimously*

3. **Human Resources:** Request for advanced rate of pay for Career Development, Leadership and Training Manager

Dr. Paula Russell-Nisbett, Director of Human Resources, provided background on the request. She emphasized the importance of the position in supporting organizational objectives, particularly in implementing the new performance management system and assisting with launching a new Applicant Tracking System (ATS) platform. . After much discussion, Commissioner Teichman made a motion to approve the advanced starting pay for the Career Development, Leadership and Training Manager seconded by Commissioner Adelberg. *Approved Unanimously*

4. **WPCA:** Request to create the classification of Wastewater Treatment Electrician – WPCA:

Rhudean Bull, Administration Manager at the WPCA, presented the need to create the classification of Wastewater Treatment Electrician-WPCA. She emphasized the necessity of this position due to the complexity of the requirements within the department. After much discussion, Commissioner Adelberg made a motion to create the classification of Wastewater Treatment Electrician-WPCA; seconded by Commissioner Arnow. *Approved Unanimously*

5. **Health and Human Services:** Request to create the classification of Service Coordinator

Jody Bishop- Pullan, Director of Health, presented the need to create the classification of Service Coordinator. She emphasized the importance of the position in assisting the department on a larger scale and addressing the questions and requests of residents and business owners. After much discussion, Commissioner Williams made a motion to create the classification of Service Coordinator; seconded by Commissioner Teichman. *Approved Unanimously*

6. **Land Use Bureau:**

- a. Request to create the classification of Office Supervisor – Data Analyst Land Use

Ralph Blessing, Land Use Bureau Chief, presented the need to create the classification of Office Supervisor – Data Analyst Land Use. He noted that the existing job description had not been updated in over 30 years and emphasized the need for the position to handle additional responsibilities. After much discussion, Commissioner Arnow made a motion to create the classification of Office Supervisor – Data Analyst Land Use; seconded by Commissioner Adelberg. *Approved Unanimously*

- b. Request to create the classification of Planner I (Land Use Planner)

Ralph Blessing, Land Use Bureau Chief, presented the need to create the classification of Planner I (Land Use Planner). He emphasized the need for a this junior position to support higher level staff within the department. After much discussion, Commissioner Adelberg made a motion to create the classification of Planner I (Land Use Planner); seconded by Commissioner Arnow. *Approved Unanimously*

7. **Notation(s):**

- a. Health and Human Services: Revise Administrative Supervisor – Health and Human Services Job Description *Noted*
- b. Health and Human Services: Revise Behavioral Health, Health Promotion and Emergency Response Specialist – Health and Human Services Job Description *Noted*
- c. WPCA: Revise Plant Supervisor Job Description *Noted*

The next regular Personnel Commission meeting is scheduled for May 23, 2024, at 5:00 p.m.

Marc Teichman, Chairperson

Copies to:

City & Town Clerk's Office
Mayor Caroline Simmons
Personnel Commission
Union Presidents
Thomas Cassone, Director of Legal Affairs & Corporation Counsel
Paula Russell, Director, Human Resources
Carmen Hughes, Diversity, Equity and Inclusion Officer
Benjamin Barnes, Director of Administration