



Personnel Committee - Board of Representatives

Susan Nabel, Chair Mary Fedeli, Vice Chair

COMMITTEE REPORT

Date: Wednesday, January 29, 2014
Time: 6:30 p.m.
Place: Republican Caucus Room, 4th Floor Government Center, 888 Washington Boulevard, Stamford, CT

The Personnel Committee met at the above date and time. Present were Chair Nabel, Vice Chair Fedeli and Committee Members Reps. DePina, Figueroa, McMullen, McNeil, Okun and Savage. Also present were Clerk Summerville; Clemon Williams, Acting Director of HR; Thomas Turk, Highways; and Rhudean Bull, SWPCA.

Chair Nabel called the meeting to order at 6:33 p.m.

¹Ms. Nabel reviewed the agenda and noted that items 29.005 through 29.011 had been withdrawn by Interim Director Clemon Williams due to incomplete information.

Item No.	Description	Committee Action
² 1. P29.001	PROPOSED ORDINANCE, <u>for publication</u> ; creating the position of chief of staff in the office of the Mayor.	Committee Approved 8-0-0 as amended

Director Williams noted that the position has been approved by the Personnel Commission. (It was also noted that the Personnel Commission is currently reviewing the Pay Plan for Appointed & Elected Officials.) Director Williams stated that the new Chief of Staff position is currently funded in the Mayor's office by not filling one Special Assistant position and making another Special Assistant position part time. The current candidate for the Chief of Staff position is currently serving as a Special Assistant and that position will not be filled when the Chief of Staff position

¹ Video time stamp 00:01:03

² Video time stamp 00:02:52

is approved through Ordinance. The current salary for the Chief of Staff position is \$136,000. Increase for 2013-3014 is budgeted according to the Pay Plan at 2.0%. The Chief of Staff position will not participate in a pension plan but will have access to a 457k plan.

Rep. Savage noted that the posting should be corrected to refer to the 29th Board of Representatives. Rep. Summerville brought to the Committee's attention that the agenda item did not refer to a public hearing. A motion to amend the agenda to read: "to approve the Proposed Ordinance for publication and public hearing" was made by Rep. Fedeli seconded by Rep. Figueroa and passed unanimously.

Upon motion duly made and seconded, this item was approved as amended by a vote of 8-0-0. (Reps. Nabel, Fedeli, DePina, Figueroa, McMullen, McNeil, Okun and Savage in favor)

³2. P29.002 APPROVAL; employment contract with Peter Brown, Fire Chief. **Committee
Approved 8-0-0
as amended**

Director Williams distributed a corrected draft of the agreement which included a revision of the language regarding Health Insurance (Section 8) to delete participation in the Pay Plan Health Benefits; to include reference to the City Vehicle use policy (Section 9); and to correct a typo of page 3 from non-feasance to nonfeasance. He also noted that he will be bringing a revised Vehicle Use Policy to the committee when it has been reviewed by the Legal department. Director Williams noted that the contract had been signed by Chief Brown and by the Mayor and that he would send the signed copy to the Board office on the morning following this Committee meeting.

Upon motion duly made (Fedeli) and seconded (Figueroa), this item was approved as amended by a vote of 8-0-0. (Reps. Nabel, Fedeli, DePina, Figueroa, McMullen, McNeil, Okun and Savage in favor)

⁴3. P29.003 APPROVAL, Clerk of the Works I contract with Felix J. Lemone. **Committee
Approved 8-0-0
as amended**

A Motion to approve as amended was made (Okun) and seconded (Savage).

Director Williams noted that the committee had received revised contracts which indicate the term of service (as opposed to having the position be an "at-will,"

³ Video time stamp 00:28:50

⁴ Video time stamp 00:38:55 Discussion

undefined term position) and that he included the source of funding for each position in that revision. Ms. Bull discussed the requirements of the WPCA position. This is a new position.

Discussion among the committee members disclosed that past practice has been for the Personnel Committee to receive candidate resumes along with the above-mentioned term and funding definitions for each contract proposed and a copy of the contract including sign-off by HR, Engineering and Legal. Ms. Bull offered a copy of Mr. Lemone's resume. Mr. Williams stated that he had the resume of Ms. Townsend, the employee contract in item P29.004. At the suggestion of Clerk Summerville, Angie Staley made and distributed copies of both resumes to the committee during the meeting in order to allow the resolutions to be discussed further and provide necessary information for a potential vote. While the copies were being made, Ms. Okun withdrew her motion to approve P29.003 and the committee moved to take up item P29.004 before acting.

⁵Upon motion duly made (McMullen) and seconded (Okun), this item was approved as amended by a vote of 8-0-0. (Reps. Nabel, Fedeli, DePina, Figueroa, McMullen, McNeil, Okun and Savage in favor)

⁶4. P29.004 APPROVAL, Clerk of the Works II contract with
Natasha Townsend.

**Committee
Approved 8-0-0
as amended**

Mr. Thomas Turk of the Department of Highways spoke to the position requirements of the contract. This is a replacement position.

Director Williams discussed the different requirements of a Clerk of the Works I and a Clerk of the Works II position. Clerk of the Works II positions require certain certificates or licenses depending on the job specifications. Mr. Thomas Turk explained his selection process. Various representatives questioned the lack of clarity regarding position requirements for different Clerk of the Works positions. Mr. Williams explained the generic position description that is made when a Clerk of the Works position is posted. In the future, Mr. Williams will provide the Personnel Committee with the specific job requirements for each COW contract it is asked to approve. He will also provide the candidate resume.

⁷Upon motion duly made (Fedeli) and seconded (Okun), this item was approved as amended by a vote of 8-0-0. (Reps. Nabel, Fedeli, DePina, Figueroa, McMullen, McNeil, Okun and Savage in favor)

⁵ Video time stamp 01:22:25 Vote

⁶ Video time stamp 00:56:00 Discussion

- | | | |
|-------------|---|-----------------------|
| 5. P29.005 | APPROVAL, Clerk of the Works II contract with Philip W. Brown. | Item Withdrawn |
| 6. P29.006 | APPROVAL, Clerk of the Works II contract with Frank Canella, Jr. | Item Withdrawn |
| 7. P29.007 | APPROVAL, Clerk of the Works II contract with Dennis D. Morelli. | Item Withdrawn |
| 8. P29.008 | APPROVAL, Clerk of the Works II contract with Richard Zurkowski. | Item Withdrawn |
| 9. P29.009 | APPROVAL, Clerk of the Works II contract with Anthony Carolluzzi. | Item Withdrawn |
| 10. P29.010 | APPROVAL, Clerk of the Works II contract with Paul Ginotti. | Item Withdrawn |
| 11. P29.011 | APPROVAL, Clerk of the Works II contract with Nancy Ormsby-Flynn. | Item Withdrawn |

The Meeting Adjourned at 7:45 p.m.

Submitted by,

Susan Nabel, Chair

This meeting is on [video](#).

⁷ Video time stamp 01:22:00 Vote