

COMMITTEE ON HUMAN RESOURCES/INSURANCE

January 19, 1999

5:15 PM

Chairman Sysyn called the meeting to order.

The Clerk called the roll.

Present: Aldermen Sysyn, Pinard, Shea, O'Neil
Alderman Klock arrived late.

Messrs.: Tom Arnold, Jim Burkush, Chief Driscoll, Mark Hobson,
Harry Ntapalis, Vic Hyman,

Chairman Sysyn addressed item 3 of the agenda:

Review of Human Resources Director's recommendation relative to the
YDA Compensation and Classification Study.

Mr. Hobson updated the Committee noting that Floyd Decker and Dr. John Luthy had left late last week after conducting numerous training sessions regarding the employee development process; that the majority of attendees appeared to embrace the concept and that further sessions would be held during the week of February 9th.

Alderman O'Neil inquired as to the status of the appeals process.

Mr. Hobson stated appeals received to date had been reviewed by the sub-committee noting that it was the intent that they now be reviewed by members of this Committee which he hoped would occur on February 9th at a special meeting and that letters would be forwarded to employees over the next week or so.

Alderman O'Neil asked how many appeals had been received.

Mr. Hobson replied there were currently approximately 18 with another 20-30 to be reviewed next week.

Alderman Shea asked if the appeals dealt with the compensation aspect rather than the classification.

Mr. Hobson replied a good portion of the questions dealt with the exempt versus non-exempt status noting that the appeals had been thoroughly reviewed by both Mr. Decker and Dr. Luthy.

On motion of Alderman O'Neil, duly seconded by Alderman Pinard, it was voted to receive and file item 3.

Chairman Sysyn addressed item 4 of the agenda:

Communication from the Chief of Police requesting that an Accountant II, Grade 17 (starting salary \$32,115.00) be added for the Police Department's business office functions.

Chairman Sysyn inquired as to whether or not this position was included within budget.

Chief Driscoll replied no, however, after discussions with both the Mayor and representatives of the Finance Department it was noted that the position was absolutely necessary.

Alderman O'Neil asked why it appeared to be a problem in January.

Chief Driscoll replied after having had the opportunity to train and work with the new HTE system, it was found that it added more work and that it was proving to be too much for the current individual to handle single-handedly noting details associated with the federal grants received added to the workload.

Mr. Hobson stated with requirements associated with federal grants and reporting a lot of additional activity was created noting the audit process had seen a need for additional accounting personnel as it was definitely asking too much of the Business Service Officer.

Alderman Shea asked where would the money come from for this position.

Mr. Hobson replied the position could be funded from remaining funds that had been set aside for the Yarger Decker plan and that thereafter it would need to be included within the regular budgeting process.

Alderman O'Neil asked the Chief if he could find out exactly where they stood at this point in the fiscal year.

Chief Driscoll replied that Rick Riddle from Finance and personnel in Human Resources had been working closely with the Police Department personnel and had made great strides forward.

Alderman O'Neil asked when they thought the position would be filled -- in April or when.

Mr. Hobson responded that the position could perhaps be filled as early as March.

Alderman O'Neil expressed his concerns with the opening up of new positions during the fiscal year.

Chief Driscoll noted that if they waited until July it would be too late.

Alderman O'Neil asked if other departments (i.e., Fire) would perhaps fall into this same category.

Mr. Hobson replied that this had already occurred to them and that there was a need to sit down with the various departments to review these needs noting that it would not be opening the door to new position requests. There were two areas which needed to be considered. One, being there was no monies in the Police Department budget to pay for this position for the rest of the year and, two, they would look at the administrative/clerical area for the remainder of the year noting that the federal grants received by the Police Department did not allow for administrative overhead.

Alderman Shea asked how much money were they look at for the remainder of the current fiscal year.

Chief Driscoll replied it was in the vicinity of \$13,000-\$14,000 from March to June 30th indicating his department would review their current budget paying what they could.

Mr. Hobson indicated that money would not be moved from the Yarger Decker funds until such time as it was absolutely necessary.

On motion of Alderman O'Neil, duly seconded by Alderman Pinard, it was voted to approve the request of adding an Accountant II position to the Police Department complement.

Chairman Sysyn addressed item 5 of the agenda:

Request for leave of absence for Pauline Desmarais (School Food & Nutrition) from February 5 - April 5, 1999.

On motion of Alderman Shea, duly seconded by Alderman O'Neil, it was voted to approve the requested leave of absence for Pauline Desmarais.

Chairman Sysyn addressed item 6 of the agenda:

Vacancy report from the Human Resources Director submitted for informational purposes.

Mr. Hobson noted an Administrative Assistant III (Aggregation) position should be added to the vacancy report under Finance noting that those positions were not intended to be filled in the near future.

On motion of Alderman O'Neil, duly seconded by Alderman Shea, it was voted to receive and file item 6.

TABLED ITEM

On motion of Alderman Shea, duly seconded by Alderman Klock, it was voted to remove the following item from the table for discussion.

Disposition measures addressing the abandonment of hazardous materials on municipal property.
(Tabled 11/24/98)

Mr. Ntapolis stated after having reviewed information available, it was felt that the majority of hazardous materials being abandoned was mostly commercial; that there had been three occasions when drums had been left on City-owned property; that approximately \$15,000 had been spent annually over the past three years to deal with this matter noting this definitely affects the City's loss history noting the insurance fund is inappropriate to address this matter.

Alderman O'Neil reiterated comments made at previous meetings that the City needed to take a proactive stance in this matter rather than reactive.

Alderman Shea asked how this cleanup affect the City's insurance rates.

Mr. Ntapolis stated Clean Harbors was a very expensive cleanup solution and suggested it be budgeted within another department or account thereby taking it out of the City's loss history.

Mr. Hyman stated there had been a lot of large commercial roadside dumping (i.e., asbestos on Wellington Road).

Mr. Burkush noted the City incurs a liability if nothing is done with removal.

Assistant Solicitor Arnold stated the most logical place would be to place this under the Fire Department.

Mr. Hobson interjected that perhaps the money belonged in Risk Management whereby Harry could manage the funds.

A brief discussion ensued whereby the question of educating the public arose noting that perhaps via Channel 16 or other means could be developed.

Alderman Klock asked Mr. Ntapolis his opinion on how to handle this situation.

Mr. Ntapolis indicated that it was perhaps more of a housekeeping situation with respect to which department would oversee these matters, however, did recommend that a small amount be funded via the budgeting process (perhaps \$20,000).

Alderman O'Neil asked about expanding the now twice yearly hazardous waste clean up projects held in April and October.

Mr. Hyman stated that it cost approximately \$20,000 to \$25,000 per collection and that people were requested to fill out questionnaires noting that most replies indicated twice-a-year was enough for now and that there appeared to be a "new crowd" at each scheduled date.

It was agreed that staff would further review this matter and report back at a future date.

NEW BUSINESS

Mr. Hobson explained the process to be followed with respect to the upcoming appeals process before the Committee. As a result of this process, it has been found there is a need at looking into how the City is currently allocating staff in various departments (i.e., Parks & Rec., Health, Library, PBS). For example, at Parks & Rec, there are two individuals scheduled to retire and they thought that perhaps bring in a Business Service Officer to be paid out of the Enterprise fund would assist them in their situation.

Alderman O'Neil noted that with respect to Parks the management was at a critical level due to the fact that three jobs had been combined into two when the Cemetery Division was placed under parks and as a result some areas were not being addressed and taken care of.

Mr. Hobson stated that the Finance Department and Human Resources have been extremely helpful not only to each other but with other departments as well noting there was a definite need to move forward and that he would provide written reports to the Committee next month.

There being no further business to come before the Committee, on motion of Alderman Klock, duly seconded by Alderman Pinard, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee