

COMMITTEE ON HUMAN RESOURCES/INSURANCE

April 6, 1999

6:00 PM

Chairman Sysyn called the meeting to order.

The Clerk called the roll.

Present: Alderman Sysyn, Pinard, O'Neil, Shea

Absent: Aldermen Klock

Messrs: M. Hobson, Dr. Luthy, F. Decker, L. LaFreniere

Chairman Sysyn addressed Item 3 of the agenda:

Update of YDA Appeals process to be distributed at meeting by the Human Resources Director.

Mr. Hobson stated what I would like to do is start with the cover memo that has the narrative and then after that I will draw your attention to the table that is in the back. The memorandum has five items that the Committee heard on employee hearing appeal on April 1, 1999. At that time, the employees and their representative, their Union representative or their manager came in and addressed the Committee. I would like to just go through each one. First, Teresa Avampato from Finance. She had requested the five hours of pay due to her FLSA status. The Committee previously denied her appeal and we upheld our position to deny that appeal. Basically, we believe that the FLSA status that Mr. Decker gave the position is correct. Second, Jennifer Desrosiers is a similar issue in terms of her previous position and FLSA status going from non-exempt to exempt. We have paid her the five hours of pay, but now she wants to change her job to non-exempt so she can continue to get overtime and the Committee basically said you can't really have it both ways. She was paid for non-exempt to go to exempt, she got the five hours of pay and now she wants her position to be non-exempt and she specifically said that her position as the Accountant I in that department should be non-exempt. What the Committee asked me to do was to talk with Mr. Decker about the Accountant I and Accountant II positions so we are clear as to why the Accountant I position is exempt and the Accountant II position is exempt so we can at least respond to Ms. Desrosier's request about why is my position exempt

and not non-exempt. I just want you to know that financially she was brought up to the five hours previously. Third, Denise Vigneault. She had asked for a two pay grade upgrade. The Committee upheld its previous decision to deny the appeal, however, it was brought up in the appeal process that Ms. Vigneault is going to be going to specific training for the EPD division and we said that that would warrant her an A step in our opinion. Fourth was Deborah Tessier. A similar case as Jennifer Desrosiers. The employee went from non-exempt to exempt and then found that while they were now in an exempt status they wanted to receive the overtime as well. The Committee upheld its decision to deny her appeal and continue to have her position be exempt and she would not be allowed to receive overtime. Fifth, Pat Harte, Administrative Services Manager I. That one was a little tricky. The position was requested to have a two grade upgrade from a 16 to an 18, Administrative Services Manager I to Administrative Services Manager II. At the same time, the Tax Collector wanted to have the employee have a working title of Second Deputy Tax Collector. We already have that in the study. We have a Second Deputy City Clerk. So while we denied the two grade upgrade, we did state that we believe the employee can use that working title and it was also pointed out in the appeal that if Ms. Harte achieves certain certification for the Tax Office then she is recommended to receive an A step immediately which is similar to what happened with Ms. Vigneault. I have to tell you that as the HR Director, I agreed with numbers 1-4, but I disagreed with the Committee and Mr. Decker on his finding of Ms. Harte. I had no problem with seeing her position go into the same level as Administrative Services Manager II and be the Second Deputy Tax Collector. That was my opinion.

Alderman O'Neil asked what grade is Administrative Services Manager II.

Mr. Hobson answered it is either a 17 or 18.

Alderman Pinard stated I have a problem with number 4. Since the Airport is growing so much and she is being asked to do so much night work, she would like us to look at her being non-exempt because it is not fair as she even works on weekends. I wish there were a way that we could look at her and somewhere along the line figure out a way to give her overtime because she does public relation work at the Airport.

Mr. Hobson replied one of the items to address that question...in the very last paragraph, all of the people here in one way or another talked to us about the FLSA and what I spoke with Floyd about was that it was obvious from the Committee that there is not enough quality information about the Fair Labor Standard Act out there for employees and for department heads, etc. so we have asked Floyd and he has since agreed to give some training on the FLSA for employees. For example, Ms. Tessier brought up the fact and so did somebody

else, well if somebody asks me to work a Thursday night and Friday night then they expect me to be in the very next morning at 8 AM. The answer to that is no. If you are an exempt employee and you have to put in a 12 hour day to get that job done on that day because you have a very big assignment coming up, then yes you have to work until the job gets done but the next day if Ms. Tessier or anyone else does not have an 8 AM meeting and does not have a commitment at 8 AM then there is no reason that employee has to be there at the crack of dawn the next day unless their boss says I have a very big project going on and I need you here. Her response was I didn't know that. I said if you are exempt, you are exempt. You are supposed to get the job done. Operationally, you need to put in 40 hours a week. Managers need to cut exempt employees a little bit of slack in some of these regards. She seemed still adamant about the fact that she would rather qualify for overtime and she would rather be non-exempt, but she also heard that there is going to be more information and more training out there for managers to understand how the FLSA works.

Alderman O'Neil asked have you spoken directly with either the Airport Director or the Assistant that would oversee that position.

Mr. Hobson answered briefly today I spoke with the new Acting Director.

Alderman O'Neil asked so they are aware that they may have to take a look at this position so we may be able to resolve this with communication.

Mr. Hobson answered I agree that the position should be exempt. I don't know of any Marketing Technician or Marketing Specialist in NH that is not professionally exempt. On the other hand, you can't expect a person at \$33,000 a year to work 7 days a week, 9 and 10 hours a day and not give them a day off in the middle of the week if they need it. She works air shows and all of the tours on Saturdays and Sundays and at night. I know that. I have attended them and she has been there. The manager has to therefore in my opinion, adjust her schedule so that you are not burning out this employee.

Alderman Pinard stated I think that what it is over there with all the commotion and the drilling and the demand of the Airport that Debbie is caught right in the middle and she is the type of person who is not going to say no and how does Brian O'Neill feel about that.

Mr. Hobson replied I would say that every one of those people at the Airport would tell you that they feel the same way and we are going to find a heck of a time finding someone to take the salary that we are offering for the Airport Director's job because it has grown 85% every day. The Airport is a complete anomaly to the City of Manchester.

Alderman O'Neil asked do you believe that within a month you can resolve this.

Mr. Hobson answered I believe that it is just honest communication and a little bit of work at the Airport with Human Resources to get her problem fixed. She either wants the time or the money and like everybody else she would rather have the money. I say her position is exempt.

Alderman Shea asked the other three have been denied is that right.

Mr. Hobson answered right.

Alderman O'Neil stated regarding number 5, I have had a couple of discussions with the Tax Collector and I guess I have to start off by saying that I appreciate it when department heads take an interest in this because some just don't. So Joan I congratulate you for that. You have taken an interest and we had a general talk today about duties and such. When I started to look at some of the other Administrative Services Manager I positions in other departments, that is a tough one to put a handle on because I am not sure everybody is doing the same type of job, just in the four I think I looked at real quickly. My understanding, and I asked them to put together a little summary I think of just her responsibilities, but one of the things that kind of struck me was the fact that in absence of the Tax Collector and Deputy Tax Collector, she has full duties to carry out the office and that includes just about any decision. That may be a little different than any other Administrative Service Manager I position in the City. I said to Joan I don't care what her job title is as long as she receives proper compensation for her responsibilities. I guess, Mark, if I understood you right your recommendation would be and I don't want to put words in your mouth, but it would be an Administrative Services Manager II at a grade 17.

Mr. Hobson replied we have three varieties of Administrative Services people. We have people who fall in between like Legal Assistants. That is a grade 17. We have Administrative Services Manager I's and we have Administrative Services Managers II's. The folks who are Administrative Service Manager II's, according to the class specifications, have some very specific fiduciary and supervisory duties. It is my opinion, based on what I have heard from the manager and I have never watched Pat Harte all day and I have never done a job spec. That is what we paid Mr. Decker for. He did and he said the job is an Administrative Services Manager I, grade 16. I believe that the way Joan is structuring it, the way that office works defacto, that it acts more like a level II or perhaps has similar responsibilities like you would have in terms of the Clerk's Office or the Solicitor's Office where they have some specific legal or fiduciary duties. I did not agree with the Committee's findings and I told them that. I said I could

certainly learn towards a higher grade based on her responsibilities and I have to tell you that Floyd is concerned that I disagree with him but that is life.

Alderman O'Neil stated I guess the four that I discussed today with Joan, Tricia in the Clerk's Office, Jackie in your office, and LeeAnn in the Assessors, if you look at the four of them and the jobs that they do, they seem to have four totally different very important, but Tricia is the one who is responsible for paying the Aldermen and that is a very important job, but they all seem to have four very different responsibilities, all very important yet they are all capped under the same Administrative Services Manager I.

Alderman O'Neil moved to upgrade Patricia Harte to Administrative Services Manager II.

Mr. Hobson stated what I am concerned about is I don't want to create a new class specification so I want to see us use the specifications that exist. The working title is going to be whatever the working title is within the study. I don't want to create some new thing and then we are going to be back where we were.

Alderman O'Neil asked but we do have Administrative Services Manager II.

Alderman Pinard duly seconded the motion.

Alderman Shea asked what does it mean to be an Administrative Services Manager II.

Chairman Sysyn answered it is a higher position.

Alderman O'Neil stated she is a grade 16 now and this will bring her up to a grade 18.

Alderman Shea asked would that cause problems for the other people who are Administrative Service Manager I's like Tricia. I don't want to open up a can of worms here.

Mr. Hobson answered Mr. Decker's concern, and I will share it with you is that you can have throughout the study, you will have people who will be very persistent with the appeals process. They get denied, they hear the reasons, they come back, they lock in their favorite Alderman or whoever and they push and push and push. I am not saying that is what is happening, but that can go on forever and then you never have closure to the study. We can go on so we don't hire people by resume we hire people by birth certificate and that is not what we are trying to do here. My Administrative Services Manager I has a great deal of

administrative services duties and I certainly run her ragged. She doesn't have to count cash, she doesn't have to take care of six employee evaluations, I never leave her in charge of the department when I am gone. Now according to that manager, the Tax Collector, that is exactly what happens. She will leave the department and that person will be in charge. Also, that person has fiduciary cash responsibilities and that person is going to have to do performance evaluation structures along with that management. I think that cuts a different threat.

Alderman Shea asked in other words, is it conceivable that the person, when they were initially classified possibly was erroneously classified.

Mr. Hobson answered or things have evolved and we just haven't been clear as to how things have been evolved. For example, we want City Hall to be open longer and that is one of the things that Joan said. She said one of the people who is absolutely going to have to work longer customer service hours is Pat. She said I need management help. I don't agree on everything that Floyd has recommended and this is one of the instances where I don't agree with the Committee either which is another problem if I can just bring that up. The Committee also gets a little miffed because you hear this for 10 or 15 minutes in a Board report and they have spent anywhere from a half hour to an hour and a half reading materials and boning up on it and then their stuff gets overturned and I will just be blunt, they get a little miffed about the political process. I said hey, that is life. That is our job is policy.

Alderman O'Neil stated I guess the important thing here is, and I am not finished, I don't take Joan Porter's picking up the phone for something she thinks is right as lobbying or political. There are other departments over this whole process that I know I called Floyd on and asked him to take a look at and he just said I don't agree with it, I don't think they should move. As perfect as we know Floyd is, he might have missed one or two along the way. He did a great job with the study, but this might have been one that just got missed. I think the fact that she has the responsibility of the Tax Collector or Deputy Tax Collector in their absence, I think she deserves this change in grade.

Deputy Clerk Johnson stated I just wanted to give it from a Clerk's perspective. The Tax Collector's Office and the Clerk's Office have a lot of cross training that goes on through our conventions and so forth and I am fairly familiar with what Pat is doing in that office and if I look at what Tricia is doing, similar to what Mark has done with Jackie, now Jackie comes to our office looking for help on a lot of things too, without a doubt in my mind Pat probably should be at the higher grade level responsibility wise for what she is doing then what Tricia would be at in my opinion as Tricia's supervisor. I don't know if it is just that some of that didn't come across in the process of everything or maybe we got lucky with Tricia

and Tricia got up a little higher than she should have. I don't know, but I don't want to take that back at this point in time. What I am saying is that the points they are making in terms of a deputy position is very true. Also, from a Clerk's perspective, having the deputy title can be very important for certification purposes and you have to be very careful on that because if you are saying that you are not going to assign her that position officially, I don't know if that is going to affect her certification on a State level because I know for the clerks we can't have anybody do it unless it specifically states it and we have to send it up as a certification.

Alderman Shea stated what I want to do is have an explanation.

Mr. Hobson replied I just want to be clear that we weren't going to step on the deputy title for State purposes. The Committee agreed with Joan on that. We have done that already in the Clerk's Office and we know that is an issue for them. We will do that here too. We don't have a problem with that. Nobody had a problem with that on the Committee. What people had a problem with, I guess, is understanding the difference between a Manager I and a Manager II and I do share responsibility and I will be blunt, I said I am a former banker and I understand what it is like to be a Teller Supervisor and that is sort of what I see her doing, taking care of customer cash and teller operations and I feel that has got a certain weight of responsibility.

Chairman Sysyn called for a vote on the motion to upgrade Patricia Harte to an Administrative Services Manager II. There being none opposed, the motion carried.

Alderman O'Neil moved to accept the Committee's decisions on Items 1-4. Alderman Shea duly seconded the motion. Chairman Sysyn called for a vote. There being none opposed, the motion carried.

Chairman Sysyn addressed Item 4 of the agenda:

Status of Employee Development System to be distributed at meeting by YDA and Dr. John Luthy.

Mr. Decker stated as many of you know, we are in the process of constructing this Employee Development and Evaluation Study and system for the City that will allow employees to move through the pay plan on the basis of performance. Typically it is called a pay for performance system which is a feature of the classification and pay plan that you adopted several weeks ago. This is the pay for performance component of that classification and pay plan, but it goes further than

that as Dr. Luthy will describe, in that in addition to just having a performance evaluation system, we want to help you develop an employee development program because that is what is essentially for Manchester to thrive in the future and that is to spend as much time and effort in helping employees develop their skills and their knowledge and improve their work as it is merely evaluating them for pay purposes. So what you have in front of you is the manual that Dr. Luthy has developed with the Project Oversight Committee and many of your department heads, division heads, employees and Union representatives and represents I think a consensus on the part of both management and labor that this is a kind of system that will work here in the Manchester culture. With that, I would like for John to take a few minutes and go through and explain the program and then answer any questions you may have. I am going to keep this really brief. If you want a lot more detail on it, great detail, we have a series of meetings scheduled throughout the rest of this week and if any of you have a chance and want to break away from your jobs, you are certainly welcome to come here the full blast and all of the questions that the employees, supervisors and Union representatives have. I would just say again, by way of introduction, that John Luthy has published similar shorter versions of this. There is an article in the International City Management's Association Public Management Magazine. They thought enough of his system to actually develop more of a booklet on it for the city managers and county managers throughout the country so it is considered probably the best of its kind of program in the country.

Dr. Luthy stated it is good to see everybody again. What I am going to do very briefly first of all is to walk you through the manual. This is a complete handbook and guide and this is really a desk reference manual. If you will notice, this first group of pages, 65 to be exact, is the basic guide for supervisors that walks them through this entire thing. After that, there are several sections of additional information. The next section is key articles, which I wrote and some of which have been compiled, as information that I think will be very, very good for supervisors and managers throughout the City. This information gives them a basis of information. Then there is a dictionary of personal skills which we passed out before, but I wanted to make sure that it is in one place because things have a way of dissipating over time and I want to make sure that it is in the desk reference manual because they will use this for personal skills to develop additional information. Next, I put the overheads right into the book. These have to do with management things and you are certainly welcome to take a peek when you have a chance. Then we have several different manuals that I have developed over time. The first one is Mentoring Guidelines. One of the things we are really going to stress in your City is to get more mentoring going, getting more people helping other people to learn and grow and develop. You have an enormous amount of expertise in this City that I think you are not using. There is about 25 or 27 pages of a mentoring guideline for supervisors.

Alderman O'Neil asked when you are talking about mentoring are you talking about paid positions or within. City employees helping City employees?

Dr. Luthy answered exactly. Getting people to spend more time spiraling other people up to higher levels of knowledge and skill. I would like to see a lot more inter-departmental interaction. One of the things that I have been told not only here but everywhere I have been is that departments don't spend enough time collaborating on things like developing employees. Again, you have some who do it better than others but all that expertise; you have to somehow get that rubber on the road a little bit better. The next section is Rewards and Recognition. This is a handbook. Some of it is kind of silly because I am kind of silly but basically it is a way of giving you some ideas on how to reward and recognize, particularly recognize employees for the work that they do. One of the major concerns of all employees, not matter where you go, is we don't get recognized enough. So there is a handbook that will provide some assistance. The next section, which is fairly major, is a Progressive Discipline Guide for supervisors to basically manage disciplinary action in the public sector. This is a very complete guide. I normally use this as a handbook in a training program that I do on Progressive discipline but I included the manual now where I didn't use to because I think that one of the things I heard this morning and again this afternoon was there has been no training in Progressive Discipline in your City. You need to have this so I give it to you as a handbook. I would love to do the training if you would like me to but I also think you might have people here in Human Resources and elsewhere who could go through here, pick out the highlights, create your own overheads and develop a nice training program in house. You don't need John Luthy to come in and do it. I would be happy to, but I think you have the expertise to do it here so I am giving you a handbook to do so. The last thing is a set of examples of how the employee development plan works and what it looks like when it is filled out so that people know how to do this whole thing. That is the last piece. Plus it has the annual performance summary and how that is done. So it shows what it looks like when it is done and that is another thing that people have been asking for. That is what you have before you. It is a very comprehensive manual. In the past several years, I have found that people need more so I wanted to present it as a complete section.

Alderman Shea asked the latter part of your discussion relating to evaluation, aptitudes and so forth, is there something that is kept on each employee.

Dr. Luthy answered yes.

Alderman Shea asked is this like a filing system or something. If you have 260 employees and you have a written evaluation for each one and you do it every year and that employee is there 20 years, that is a lot. Is there some other way? Is there some other more expeditious way? I am not saying it shouldn't be done. You are going to need a warehouse after a few years.

Dr. Luthy answered it depends on how long you keep them. Most places don't keep them longer than three years. You will keep the Annual Performance Summary longer, that is only three pages and if you duplex it it is one and a half. What this is, is an employee development plan so most places after three years purge the plans so they don't have a lot of paper. The other thing is that most of the plan doesn't change from year to year. About 70% of it stays the same and about 30% will be changed each year to involve next year's plan. So you won't really have as much of an aggregate of paper, but it is a policy that you need to decide as to how many years you want to keep it.

Alderman Shea asked how many pages would each employee require.

Dr. Luthy answered if it is duplexed, about 10-12.

Alderman Shea asked for each employee.

Dr. Luthy answered yes.

Mr. Hobson stated the Oversight Committee realized that in the first year it will be more work to get these 10-12 pages up and running. Afterwards, the summary forms are pretty brief and we are also working with Information Systems to get the entire study on disk so that departments can view information and print, but they don't necessarily get in and change. Right now, Diane Proulx has put the class specifications on disk so we are moving towards that. Obviously, we know that Year 1 is going to be paper intensive.

Dr. Luthy stated any time I complete a system like this, everything is given to you on disk so it is all electronic and then it is just a matter of getting it integrated. Let me share with you some of the key leadership overheads that I did with the group this morning. I want to share these with you because I think these are important. One of the things that we are stressing is we are really stressing management leadership within your City. When I started out this morning...this is the launch week by the way. This is the week we are launching this new process and as I began this morning one of the things we talked about was that people don't want to be managed. People want to be lead. They want leadership. Who has ever heard of a world manager? There are world leaders, educational leaders, scout leaders, religious leaders. Most people lead and don't manage. One of the

things we are trying to get across within your overall employee context, particularly managers and the people who are going to be in the management hierarchy here is that they need to really begin to manage themselves and lead other people and there is a series of words that I put on a flip chart like being a catalyst and being a communicator, an advocate, a teacher, a mentor, a guide. That is what your employees want. They don't want bosses. So I am really stressing that to the folks I talked to as we initially introduced this to them. I think they responded very well. One of the fellows that I have never really met, well that I have met but don't know too well is Dick Madden who is the President of the Potluch Corporation which is up in the Northwest. He wrote this, "Think of the boundaries within which your staff operates as you would the walls of a room. Make sure that the walls are far enough apart to give people maximum space but never so far apart that management cannot support people if they stumble." The walls are there to strengthen and guide. They are not there to restrict or confine. The point of all that is again we are looking for leadership. We don't need necessarily managers, although we call them that. We are looking for people who can lead, who can assist and help grow and forge to the extent they can be grown. One of the things I stressed in the training is this little piece here that follows in your book and this is all in your book. No one can persuade another to change. Each of us guards a gate of change that can only be opened from the inside. We cannot open the gate of another, either by arguing or emotional appeal. We all know this and one of the reasons I bring this up to you as well as to the people I talked with this week is that I am not here to try and convince people to use this system. I will share it. I will introduce it. I will train on it, but what I told each of your supervisors all week is that it is time to try it on. It is time to begin this year introducing it, give it a shot and as you begin to find ways to make it more refined and better and stronger for Manchester, do so. I do not want this to be John's plan. I do not want this to be my system; I want this to be yours. Over the course of the next year, why it has been provided to you on disk and why it is all computed to you electronically is so that you can tweak it and you can make it stronger. Give it a shot. Give it a try. Have patience and give it a year. Also, I want to share with you this next piece which as to do with what motivates people as opposed to what satisfies people. Frederick Herzberger has done some wonderful studies through the years on what motivates and what satisfies and I will say this, that money does not motivate people. We talk about it as a motivator, but it has never motivated and never will. It is an incentive certainly, but people can have a job that they hate and they resist and they dislike very much even if they were making \$1 million a week. They can hate the job, they can resist it and be grumpy and spread a lot of harm. We need money. People need money because we are a society that burns a lot of money, but what people really need in your community here and in your working community in the City of Manchester, they need achievement to be successful. They need to feel a sense of achievement and they need recognition for it. One of the things that employees have said over and over here is we need

more recognition for things we do that are good. We don't get enough of that. We need to have work, itself, that is motivating. We need energetic opportunities. We need work that is interesting and we need, to the extent we can as managers, to make work rewarding and make it so that it motivates people. I am encouraging, throughout your supervisor base, to give more responsibility to more people. Delegate more. Give away power. Share power. Share authority. Flatten this organization to the extent that you can. The flatter you make it, the better it is going to be. Advancement, certainly, and possibility for growth is what employees really want. I mean personal growth. Learning more things. Certainly to rise in the organization but sometimes you kind of hit a ceiling and you can't go much higher but at least you feel like you are growing personally and have more opportunities. That is why this is a development plan. I think as we go forward with this and stress development of people and development of the organization, I think you will see that this organization will more and more spiral upward. I think one of the things you will have to grapple with as a Committee is I think you will have to grapple with more and more employees coming to you wanting developmental training. They will want more training opportunities. They will want more growth and things to learn and do. More skills and more knowledge, but that is a good thing. You will want to come up with systems and processes to do that. Mark and I have talked a lot about development a training curriculum for the City realizing that most of these already have training curricula that people who come into the City have four courses that everybody is required to take. What would those courses be if you were to set up a training curriculum for the City? What are the things you would like everyone to know and be able to do? Not just what their benefits are. There are a lot of things to create a new baseline for knowledge and skill here. I think you will be fine in 1999 and into 2000. I think it is going to be right here on this table for you to work on. Let me stop there.

Alderman O'Neil stated are the six items all equal in value.

Dr. Luthy replied it all depends on the department and the person. For me as a person, I might want this more than another employee. I might not need a lot of recognition because it is not in my personality. I think it depends on the person which is why it is important for you, as a manager, to sit down with each employee and understand what really drives that person and maybe you will find out that you don't need to do a lot of "atta boys" or "atta girls" during the course of a week or a month because they all do fine without that. You may have somebody else that you really to keep an arm around. Both of those people might be equally motivated and do a great job for you, but some people need to be motivated or encouraged differently. The question becomes, do we know? Do we ever take time to find out? I don't think they are of equal value to different people. That is the tone as we begin the process this week. That is fundamentally how we are

going at it. Of course, there are many, many other things that we cover. One of the things that I love about your City is that you have so much talent and horsepower here.

Chairman Sysyn replied but we are not using it.

Dr. Luthy responded right, but you are not using it. The question becomes what would this City be like if you could get all the rubber on the road.

TABLED ITEM

On motion of Alderman O'Neil, duly seconded by Alderman Pinard, it was voted to remove the following item from the table for discussion.

5. Classification and Compensation Appeals as outlined in the enclosed report from the Clerk.
(Tabled 3/23/99)

Mr. Hobson stated the City Clerk's Office was kind enough to pull out the items that were tabled the last time and that were going to be coming up for a vote here tonight. I would like to tell you that on this larger chart we have gone through at our meetings, we have had two meetings since the last Human Resources Committee meeting and we have since tried to update all the data and make everything fresh for you. Administrative Services Manager I in Tax, the appeal grade, you basically approved that. I would like you to continue to hold or table Mr. Marcouillier, Mr. Sandstrom, Mr. Adams and Mr. Robinson. Just continue to table them. They will be coming in to see us on April 19 so we will be dealing with them then. Mr. Duhaime, the recommendation of the Committee and me is to move him up to a Grade 21. We have worked that out with the Water Works Department and Mr. Duhaime to everyone's satisfaction.

Alderman O'Neil asked that is without overtime.

Mr. Hobson answered correct, no overtime. He is an exempt employee. We are giving him the Grade 21, Civil Engineer II. Donald Sowa I would like you to continue to table that. The two Building Regulations positions, I believe we are asking Mr. LaFreniere to come in on April 19 so I would rather table those and not get into those tonight.

Mr. LaFreniere replied that is fine, but I have an error to point out. It just so happens that it is my position. I am currently a 26, requesting a 27 and you put me at 25.

Mr. Hobson stated the Deputy Finance Director, continue to table that. Mr. Decker is meeting with Mr. Sherman and Mr. Clougherty tomorrow.

On motion of Alderman O'Neil, duly seconded by Alderman Pinard, it was voted to accept the Human Resources Oversight Committee's recommendation to move Mr. Duhaime to a Grade 21, Civil Engineer II.

On motion of Alderman O'Neil, duly seconded by Alderman Pinard, it was voted to put the remaining items back on the table.

Mr. Hobson stated may I ask you now to refer to Page 3 of the YDA Appeals Chart #4. I just want you to see that we have some holes here. We have Colleen McKean, Steven Tierney...that is actually not Edward Beleski, the employee is Donald Dunn; Mr. Beleski filed that for Mr. Dunn, Mr. Pryzbyla, Mr. Prive and Ms. Enghben, all of those will be heard on April 19 and then you will need to take action on all of those. In addition, the Committee has recommended freezing and so hasn't Mr. Decker and so hasn't the Police Chief, Mr. Ell, Mr. Pitman and Mr. Fleming. We want to continue to freeze those items because frankly we are going into negotiations.

Alderman O'Neil asked why do we have three police officers and I know that Peter Waligura below is a Sargent.

Mr. Hobson answered they are asking for some specific items about specialist positions and investigative type positions and we want to deal with that in negotiations so I am asking the Committee to freeze those or agree to our freezing.

Alderman Pinard asked how long will they be frozen.

Mr. Hobson answered we will get them resolved by July 1, no matter what and they are covered under contract anyway. Even if you did something for them tonight, they wouldn't receive any money because they are under contract. You also already froze Mr. Waligura.

On motion of Alderman Shea, duly seconded by Alderman Pinard, it was voted to accept the Human Resources Oversight Committee's recommendation to freeze the appeals of Mr. Ell, Mr. Pitman, and Mr. Fleming.

Mr. Hobson stated as you can see on the third column, we have all of these appeals that we are going to be hearing on April 19 so I just want you to know that this Committee has really taking their job very seriously on these employee hearings. We have almost 20 people that we have to see on April 19 which should be interesting.

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

A True Record. Attest.

Clerk of Committee