

COMMITTEE ON HUMAN RESOURCES/INSURANCE

November 1, 2000
Aldermen Lopez, Sysyn,
Shea, Vaillancourt, O'Neil

Upon Conclusion of Civic Center Mtg.
Walter A Stiles Conf. Room
City Hall (2nd Floor)

Chairman Lopez called the meeting to order.

The Clerk called the roll.

Present: Aldermen Lopez, Sysyn, Shea, Vaillancourt, O'Neil

3. City of Manchester, NH Vision and Mission Statements submitted by the Quality Council.

Alderman O'Neil raised concerns that people not be punished for trying to improve the system. He noted that this needed to be emphasized to the department heads.

Alderman Vaillancourt raised the issue of the MTA and whether or not a meeting had occurred, it was the department most needing assistance.

Mr. Hobson explained that they were separate from the city, but had been invited to participate. They had participated in one quality council meeting and were given information. Mr. Hobson explained that they were in the process of addressing issues but per his discussion with the mayor, he was advised they could not be forced into participating. In his opinion things were not moving as quickly as they could.

Mr. Tawney advised that the MTA had been in contact and were willing to work on the issues. He indicated their appeared to be willingness and progress being developed with the MTA issues.

Alderman Vaillancourt raised questions with regard to the costs, noting he thought a report was suppose to be distributed. Based on responses from Mr. Hobson, Alderman Vaillancourt noted two meetings a month, 16-20 people, at 2 hours was 160 hours a month of city time being spend on this project.

Mr. Hobson noted that some employees actually come to the meetings and then return to work, or in the case of unions sometimes will come in on time off, so the average could be much less.

Following brief discussion Mr. Hobson agreed to gather the information and forward it to all members.

Alderman O'Neil noted that in the case of Mr. Lemire at the Fire Department, he had to make up the time and stay through his lunch.

Alderman Lopez noted the discussed the merits of the various committees being developed such as one for incentives for awards to employees.

Alderman Shea commented on the two meetings a month, asking if that was required.

Mr. Hobson noted the need at the beginning for the council to meet once or twice a month to get the agenda on track. Mr. Hobson explained some of the exercises being done at the training sessions presently utilizing the City Clerk and Building Department services as an example.

Alderman Vaillancourt asked Mr. Hobson to review and report one specific positive that has occurred as a result of this process.

On motion of Alderman O'Neil, duly seconded by Alderman Sysyn, it was voted to approve the Quality Council statements as submitted.

4. Office of the City Clerk proposed reorganization.
(Note: Human Resources Director approves this recommendation.)

Chairman Lopez commented that he had recently attended the convention of the NH City and Town Clerk's Association and had found it very interesting to participate. Chairman Lopez stated he wished to recognize Carol Johnson who at

the convention was inducted as the Second Vice-President of that Organization. Chairman Lopez noted that it was a major accomplishment and good for the City.

Mr. Bernier noted that there had not been a representation on the Executive Board as president since 1939 and therefore it was a major accomplishment that Carol had achieved. Additionally, Mr. Bernier commented that Ms. Johnson had done a tremendous amount of work on what is termed the UCC project. He noted that without Carol's work in participating in the process, the laws were changed and the towns would no longer be receiving revenues from this source. Many town clerks depend on this revenue as part of their salary. To Manchester, it was \$55,000 a year approximately that would have been lost without a major investment by the City. Mr. Bernier noted that there was still work to be done in that area, but Ms. Johnson had been instrumental in getting the towns back on the plate so to speak in having an opportunity to retain their revenues.

With regard to the re-organization, Mr. Bernier referred to the package and noted that he had reviewed the staffing needs as the committee was aware for some time. The end result was what was in front of them. Mr. Bernier noted that it was felt that the office had quality people that could handle some of the technical areas that Mr. Bergeron's position had been doing. For that reason some of the positions were being upgraded or new classifications had been presented. Additionally, Mr. Bernier noted that the demands upon the office required a replacement for the Administrative Assistant position that was being promoted under the reorganization presented to them. He noted that the lower levels would result in a savings.

Alderman O'Neil noted that he had no problems with the reorganization, however, he did question whether Ms. Johnson's position (Deputy City Clerk) should be increased to a grade 24. He noted that there had been consideration of that in the past but it had never been brought forward or acted upon. He was not quite sure where it had been lost in the process, but felt it was probably a good time to address it as part of this reorganization. He also asked Mr. Bernier if that had been considered in the review of the organization.

Mr. Bernier advised that he wanted to recommend a Grade 24 as part of the reorganization, but that Ms. Johnson had been concerned that if that had been presented perhaps the replacement positions would not be accepted and therefore it had not been submitted.

Mr. Hobson noted that he was not sure but believed Carol's position had been addressed as part of a larger package that had been received and filed by the committee some time ago, or frozen, he was not really sure.

Alderman Vaillancourt stated that if the City Clerk and Deputy City Clerk were satisfied with what was submitted, and it saved money there was no reason to change anything and he wished to move forward with the package that was submitted.

After brief discussion where it was requested Mr. Hobson go back and review the situation with Ms. Johnson's position, on motion of Alderman Shea, duly seconded by Alderman O'Neil, it was voted to approve the reorganization of the City Clerk's department as submitted.

Alderman O'Neil noted a letter was distributed and questioned how this item regarding worker's compensation issues could come before the committee. Brief discussion ensued where it was noted that Mr. Hobson could address the item, and that it would be presented at the next meeting of the Committee.

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

A True Record. Attest.

Clerk of Committee