

## COMMITTEE ON HUMAN RESOURCES/INSURANCE

**July 20, 2004**

**6:15 PM**

Chairman Shea called the meeting to order.

The Clerk called the roll.

Present: Aldermen Shea, Sysyn, DeVries, Garrity, Forest

Messrs: V. Lamberton, J. Hills, R. MacKenzie

Chairman Shea addressed Item 3 of the agenda:

Communication from the Human Resources Director submitting a proposed class specification for a City Coordinator as had been requested at a joint meeting of the Committees on Human Resources/Insurance and Administration/Information Systems held on May 10<sup>th</sup>.

Alderman Forest stated this question is for Ginny. From reading this classification, I understand that it is similar to what either Bill [Jabjiniak] is doing now and what Jay Taylor did. I just wanted to know what the difference is between what this is asking for and what is already in place.

Virginia Lamberton, Human Resources Director, replied if you recall we talked about this actually there used to be a City Coordinator position several years ago and so there was a class specification for that. There is Jay Taylor's old position, the Director of MEDO. Bill Jabjiniak is classified as a Planner, I believe, a Planner I or II or something like that, and then you also have your Director of Planning. This position would not be in charge of Planning. This position would be, as I understand it, making things start to be more organized. Apparently we've had some experiences that there are things that were forgotten. One person has expertise in getting people to come here, but doesn't know about all the other fees and the licenses and all this other stuff. The Assistant MEDO Director did but then somebody needs to coordinate all of this and so my understanding is combining the duties of the, some of them, not all of them, because it would coordinate financial issues, licensing, all the technical stuff, along with the planning or development out of that office. Have it all connected and all together so that they're working as a team to make sure there's nothing left out. They are

coming with the complete understanding of what's going to happen once they get here. That's my understanding.

Alderman DeVries stated I see this is at a grade 28 and I assume that would be comparable or similar to many department heads throughout the City. One of the items that has been brought to my attention through conversation and I'm not saying that I fully endorse this idea but, it has been said that if this individual did not have enough clout, if you will, in order to give directives to other department heads to help facilitate the process, to move major projects along, or to get players to the table that need to be at the table for a meeting at a specific time, if they don't have enough clout, that that could be a hindrance in this position and I'm just wondering how that has been interpreted by you and written into this and thoughts you have.

Ms. Lamberton answered actually my role here has been to draft a class spec on trying to pick up all the pieces that would be envisioned by the people that asked me to develop it. However, if you look at this position, this is a department head position that reports to the Mayor and we also report to you and Finance reports to the Mayor, I report to the Mayor. We all report to the Mayor. He is the boss and you are our boss and so if we are that insubordinate then somebody ought to do something about removing us from our positions if we're not cooperating with the City Coordinator or whoever is trying to get us to coordinate to improve the City.

Alderman DeVries stated one follow up, because I think what I've heard is that certain positions in the City by Charter are separate from the rest of the department heads, the Finance Officer and the Assessors and that gives them a little extra authority, if you will, by Charter and I was just wondering if somebody would evaluate this to see if this is another position that needs to be differentiated from say the Highway Department or the Police or Fire Chief.

Ms. Lamberton stated I don't know if I agree or disagree with you because I don't know enough about what the Charter says in that regard. I do know that the Assessors are appointed by the Board of Mayor and Aldermen and I think that the Finance Director is now appointed by the Mayor as of when the Charter changed a year or so ago...all the terms expired and it said upon the expiration that those individuals would be appointed pursuant to the department head process, I believe.

Chairman Shea stated Jane Hills is here and maybe Jane if you could come up for just a minute because it might be helpful. I know Jane worked under Jay Taylor when Jay was the City Coordinator. Jane do your knowledge did Jay have any problems when he wanted to meet with any department heads or anything as far as you know when you were working with him?

Jane Hills, Manchester Economic Development Assistant Director, answered I think there were times when it was difficult to get a meeting of certain department heads together because of everyone's busy schedule, but beyond that I really can't say.

Chairman Shea stated in other words to your knowledge he didn't have any problems in terms of getting, other than the fact that there were conflicts of schedules, there was really no one that would obviously not cooperate or be cooperative with him?

Ms. Hills answered not that I know of.

Chairman Shea asked are there any other points that you want to bring up when we're discussing this since it effectuates what your situation might be?

Ms. Hills replied no, only that I've read through the position description and there's really a lot of tasks involved in there and you're giving it to a person that is not going to have too many people on his or her staff and I think you perhaps should consider that at some point you may want to add on to the staff of all of those things are intended to be completed by this person.

Alderman Lopez stated the three officers of the City being the Assessor, City Clerk and Finance Officer are appointed by the Board of Mayor and Aldermen. Just to clarify that point for the Human Resources Director. The way I really see this working is that the Chief Coordinator of the City of hired, he would be in charge of the Economic Development Division to include the Destination Manchester Coordinator. What could happen is that a directive from the Board of Mayor and Aldermen could be implemented to the City Coordinator so you have authority to call department heads together if he is having a particular problem. So those things can be solved at a later date, when that individual comes on board as to what his responsibility or mission is in addition to his job description. So the every day working aspect of the Coordinator as the Human Resources Director has indicated, naturally is the Mayor because it is a department head being hired as a coordinator for the department of Economic Development. So I just wanted to point those two things out to the committee.

Robert MacKenzie, Planning Director, stated I just wanted to the committee just comment on the job description, no whether the position is needed or not. I did note that in the job description that it discussed "plans, organizes, coordinates, and manages...one of those items is community improvement". While in the Community Improvement Program there is some funds that go into economic development, probably less than 5 percent of the community improvement program is economic development, so I was hoping there was no perhaps

misunderstanding if that terminology is used under the general statement of duties and maybe the committee could wish to clarify that. But that's just a comment I wanted to add and I'd be happy to answer any questions.

Chairman Shea stated I'm not quite sure I can answer that. Ginny do you have any comments?

Ms. Lamberton stated all I can tell you is that the language that's in...there were no job reviews or anything because there was nobody doing it...are a combination of what currently in the current MEDO Director class spec and the former City Coordinator spec. That's as much as I can tell you.

Chairman Shea asked so Bob, when this under Jay Taylor, did you ever run into conflicts?

Mr. MacKenzie answered no, we actually worked very well together. We did not have any conflicts on that.

Chairman Shea asked so you would probably reason that if somebody were to be appointed and you could work together with that person, but if for any reason there would be some sort of conflict, you probably would feel free to bring it to the attention of the committee?

Mr. MacKenzie answered yes. Again, the only issue I have was that it seemed to imply would manage the Community Improvement Program and I don't think that was necessarily the intent of when they drafted the job description, but by other City Ordinances that's not a function under the Economic Development office.

Alderman Garrity asked this is a new position? Right?

Ms. Lamberton answered actually this would be reclassifying the current MEDO Director position.

Alderman Garrity asked what is the dollar number figure for grade 28?

Ms. Lamberton answered the current minimum is \$74,842 and as you go through the 13 steps, the maximum is \$106,707.

Alderman DeVries stated once again, this is replacing the open position at MEDO, so this is replacing a department head with a reconfiguration of the duties.

On motion of Alderman DeVries, duly seconded by Alderman Forest, it was voted to recommend the City Coordinator position to the full Board. Alderman Garrity is duly recorded in opposition.

Chairman Shea addressed Item 4 of the agenda:

Communication from the Human Resources Director relative to a request of the Chairman of the Board of Assessors, Steve Tellier, for a position review of the Assistant to the Assessors position.

*(Note: HR Director recommends that the salary grade be changed from a 17 to 16.)*

On motion of Alderman Garrity, duly seconded by Alderman DeVries, it was voted to change the salary grade from 17 to 16 for the position of Assistant to the Assessors. Alderman Forest and Alderman Sysyn are duly recorded in opposition.

Chairman Shea addressed Item 5 of the agenda:

Consideration of a new position for graffiti removal, which was approved during the recent FY2005 budget deliberations.

*(Note: HR Director recommends the salary grade for this position be established at 13.)*

On motion of Alderman Garrity, duly seconded by Alderman Sysyn, it was voted to recommend the position for graffiti removal with a salary grade of 13 to the full Board.

Ms. Lamberton stated as far as the graffiti maintenance worker position is concerned. We attached the Ordinances and whatnot for that hoping that perhaps we could move it along this evening to get it approved, because otherwise we will be getting final approval to August something and then we won't be able to hire anybody until September and then it's going to be snowing and then we won't be able to take any graffiti down.

Chairman Shea asked you're asking that this position be approved this evening at the Board of Mayor and Aldermen meeting?

Ms. Lamberton replied right.

On motion of Alderman DeVries, duly seconded by Alderman Sysyn, it was voted to forward the graffiti removal position to the full Board tonight for approval.

## TABLED ITEMS

On motion of Alderman Forest, duly seconded by Alderman Sysyn, it was voted to remove Item 6 from the table.

Report from the Human Resources Director relative to a bonus system, if available.

Ms. Lamberton stated this really evolved in a couple of ways, but one of it was the Quality Council for the City and the Council keeps trying to get to it but it just doesn't ever seem like we get to it. It will come up and it will be an agenda item and then maybe we won't have a quorum...it is just it hasn't really gone anywhere to this point in time, unfortunately and Alderman DeVries is at those meetings and she knows everybody talks favorably, it just doesn't seem to happen.

Alderman DeVries stated I think I could elaborate a little bit more even on that. I think what the Quality Council is trying to recognize is that there are at times within the City the need to reward employees who are doing great acts within their job classification and this board has eliminated that potential and as Ginny Lamberton our Human Resources Director said, we are trying to address that issue so that should there be something exemplary that they want to see or we're trying to set it up so that there is a review mechanism in place and other...to basically set the parameters that it should operation under. So I would table this again until we get a report back from Quality Council advising their status.

Ms. Lamberton stated as Betsy is talking it just reminded me that since our last meeting Brent Lemire who is the Chair of the Quality Council and I have been playing with a little bit of language in the current what we call the "Bright Ideas" program to change the "Bright Ideas" program title to something like "Employee Suggestion Program" and then have a section in there that would potentially provide for a department head recommending to the full Board of Aldermen or to the Quality Council, I can't remember what, some third party, that an employee receive a cash bonus. But it would not be the same as it had been where if the employee received a #7 on their evaluation they would automatically get it. This would have to be really scrutinized and so that is out there.

Chairman Shea asked so basically the agreement of this committee is to keep it on the table.

On motion of Alderman DeVries, duly seconded by Alderman Sysyn, it was voted to place Item 6 back on the table.

On motion of Alderman Sysyn, duly seconded by Alderman Garrity, it was voted to remove Item 7 from the table.

Communication from the Director of Planning and Community Development recommending three staffing changes to aid with current backlog of projects.

*(Note: Item 1 – Special Projects Planner” approved on 04/06/2004 with Items 2 & 3 being tabled on 04/06/2004.)*

Chairman Shea stated Ginny could you go into this.

Ms. Lamberton replied if you recall last fall this committee, I think it was, asked Bob MacKenzie to do a presentation to the Human Resources/Insurance Committee. He did so and during the course of that presentation I think he was under the impression, or at least I was, that the committee was urging him to request new positions to fulfill the needs that the Board was looking for at that time. I think this was part of his answer to that and he created and you authorized him to create one position at the last meeting, which was funded through CIP and some other funds and the other one or two position are just kind of sitting on this tabled item at this point in time.

Chairman Shea stated my thought at this time is that we're probably not going to add any positions.

On motion of Alderman Garrity, duly seconded by Alderman Forest, it was voted to receive and file Items 2 and 3 of this communication.

There being no further business to come before the committee, on motion of Alderman DeVries, duly seconded by Alderman Forest, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee