

Robert J. Pask

2020 MAR 13 A 8:56

TOWN COUNCIL MAJORITY OFFICE
PERSONNEL AND PENSIONS SUBCOMMITTEE
TOWN CLERK
EAST HARTFORD

MARCH 10, 2020

PRESENT Awet Tsegai, Temporary Chair; Councillors Connor Martin and John Morrison

ALSO Marcia Leclerc, Mayor
PRESENT Santiago Malave, Human Resources Director
Rich Gentile, Assistant Corporation Counsel
Rich Kehoe, Chair, East Hartford Town Council

CALL TO ORDER

Temporary Chair Tsegai called the meeting to order at 5:31 pm.

NOMINATION OF OFFICERS

Chair:

MOTION By Connor Martin
seconded by John Morrison
to **appoint Awet Tsegai as Chair**
of the Personnel & Pensions Subcommittee.
Motion carried 3/0.

Secretary:

MOTION By John Morrison
seconded by Awet Tsegai
to **appoint Connor Martin as Secretary**
of the Personnel & Pensions Subcommittee.
Motion carried 3/0.

ADOPTION OF RULES GOVERNING MEETINGS

MOTION By Connor Martin
seconded by John Morrison
to **adopt** Robert's Rules of Order as the rules that shall govern
parliamentary procedure at all subcommittee meetings, with the exception
that (1) the Chair shall not be required to restate the motion of any
Council member unless requested by another Councillor, or when in the
discretion of the Chair, such restatement is necessary to avoid any
confusion as to the motion; and (2) where such rules are in conflict with
the provisions of the State Statutes, the Town Charter, or Town
Ordinances.
Motion carried 3/0.

ESTABLISHMENT OF MEETING DATES

MOTION By Connor Martin
 seconded by John Morrison
 to **hold** meetings at the **call** of the Chair.
 Motion carried 3/0.

STORAGE OF RECORDS

MOTION By Connor Martin
 seconded by John Morrison
 to **store** records in the Town Council office.
 Motion carried 3/0.

APPROVAL OF MINUTES

September 5, 2019

MOTION By Connor Martin
 seconded by John Morrison
 to **approve** the minutes of the September 5, 2019 meeting.
 Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Revised Job Description: Legal Secretary

Santiago Malave, Human Resources Director, along with Rich Gentile, Assistant Corporation Counsel, led a discussion on the recruiting process for this particular position as well as other positions at Town Hall. In order to stay competitive within the job market, the upgraded salary – from Grade 5 to Grade 7 – for a legal secretary is necessary to attract a wider range of candidates. Besides a revision to the salary, additional requirements were added to the “Knowledge, Skills and Abilities” category. The final change to this position was the title: “Legal Administrative Assistant”.

MOTION By Connor Martin
 seconded by John Morrison
 to recommend that the Town Council approve (1) the revised job description of the non-union position currently entitled “Legal Secretary”; (2) the change in salary from Grade 5 to Grade 7, (salary range: \$62,039 to \$69,785), therefore making the salary of this position more competitive; and (3) the revised title of this position to “Legal Administrative Assistant” as noted in a memo dated March 2, 2020 to Mayor Marcia A. Leclerc from

Human Resources Director Santiago Malave.
Motion carried 3/0.

Review of Non-union Wage Chart for Non-union, Classified Service Positions and Town Directors

Mayor Leclerc addressed the Committee on the below average salary structure for the town's Directors and recounted her frustrations when attempting to attract qualified candidates to work for the town. Most recently, the position of Public Works Director was filled after a nearly two-year search, but only when a significant increase in the base pay was offered. Additional discussion included the fact that Directors were "at will" employees, i.e., they serve at the will of the Mayor – a two year term – which undermines job security for many applicants. Chair Tsegai posed the idea of extending the Mayor's term from two years to four years.

It was decided that getting information from towns with a similar population, demographics, budget amounts, etc., would be helpful in determining a pay scale for both Directors and non-union positions. The Committee members would work closely with Santiago Malave, who would contact two recruiting companies for their input and guidance.

MOTION By Connor Martin
 seconded by John Morrison
 to **review** the non-union wage chart for non-union, classified service positions and Town Directors as required by Section 15-8a of the Town of East Hartford Code of Ordinances by gathering criteria from towns with a similar population and demographic including Stratford, Middletown, Meriden, New Britain, Manchester, New London, Norwich and Bristol. The information for each director position shall include the pay range, size of budget and other compensation such as eligibility for a pension or 401k, health insurance, civil service protected or at will employee, number of employees being supervised and educational requirements. The committee shall also seek input from at least two companies that provide recruiting services to municipalities. Such information shall be compiled and reviewed by the committee in determining appropriate adjustments to the wage chart.
 Motion carried 3/0.

ADJOURNMENT

MOTION By Connor Martin
 seconded by John Morrison
 to **adjourn** (6:10 p.m.)
 Motion carried 3/0.

Cc: Town Council
 Mayor Leclerc
 Santiago Malave, Human Resources Director
 Rich Gentile, Assistant Corporation Counsel