

Robert J. Peck

2020 APR -2 A 10:34

VIA TELECONFERENCE
PERSONNEL AND PENSIONS SUBCOMMITTEE

TOWN CLERK
EAST HARTFORD

MARCH 31, 2020

PRESENT Awet Tsegai, Chair; Councillors Connor Martin and John Morrison
ALSO Marcia Leclerc, Mayor
PRESENT Santiago Malave, Human Resources Director
Rich Kehoe, Chair, East Hartford Town Council

CALL TO ORDER

Chair Tsegai called the meeting to order at 12:03 pm.

APPROVAL OF MINUTES

March 10, 2020

MOTION By Connor Martin
seconded by John Morrison
to **approve** the minutes of the March 10, 2020 meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

Review of Consulting Firms for Non-union Wage Chart Study

Human Resources Director Santiago Malave opened the discussion stating that the non-union wage chart review is long overdue as the salary ranges for non-union Directors and other non-union employees haven't been examined and updated commensurate with changes in the relevant labor market in over a decade. He stated almost all of these employees' salaries are not in line with other municipalities and are on the lower end compared to other towns. He believes the study and any salary range adjustments will assist the town in attracting and retaining employees.

Councillor Martin asked how this project will be affected by the COVID 19 crisis, specifically interviewing directors and developing job descriptions. He also asked if the crisis will affect the proposed timeline and cost of the project. Mr. Malave answered that the interviews will be conducted remotely using teleconferencing, videoconferencing and email. The surveys will be submitted by email. Any additional steps will be in collaboration with the Administration and Randi Frank Consultants LLC. Mr. Malave informed the committee that no additional cost will incur due to the COVID 19 crisis since that has already been factored into the proposed agreement. The only issue that is difficult to project is a possible delay in survey responses and obtaining information from different municipalities due to staffing shortages.

Councillor Morrison asked if the study will seek private sector data for salary comparison. Mr. Malave answered that the private sector is not currently a factor in this study, but he will discuss it with the consultants to get their input.

Connor Martin referenced a suggestion from Randi Frank's proposal about adding in towns within the Hartford economic metro area in addition to towns with similar population size. Mr. Malave agreed that the towns with whom we compete for employees should be included in the study – such as those in the Hartford area.

Furthermore, the Committee reviewed the proposal which includes surveying towns with a population of between 40,000 and 60,000 and the Consultant's concerns with eliminating towns of different economic metro areas. It was agreed to maintain all towns originally proposed but recognize the different salary levels reflect that particular metro area. Mr. Malave indicated that the addition of towns is included in the proposed price.

Councillor Tsegai asked if the different functions of a position, such as the multiple divisions overseen in the Public Works Department, would be included when comparing positions. Mr. Malave answered it would be discussed, but mostly the Consultants would be comparing job descriptions with similar functions.

Chair Kehoe asked if the Administration can prioritize certain positions based on the present need for filling that position, such as Human Resources Director, Public Health Director, Public Works Director, and the Chief of Police and Fire Chief. Mr. Malave stated that he would inform the Consultants to prioritize those job descriptions. He informed the Committee that the job descriptions for Human Resources Director and Public Health Director are already in process.

Chair Kehoe suggested that the new job descriptions should include the task of working remotely and what that might involve. The Administration and the Committee agreed with Chair Kehoe's suggestion about working remotely especially given the health crisis we are currently dealing with.

MOTION By Connor Martin
 seconded by John Morrison
 to **allow** the Administration to enter into a consulting contract with Randi Frank Consulting LLC for the purpose of reviewing the compensation and classification structure for department directors and non-union employees at a cost not to exceed \$10,000, as per the proposal sent to Human Resource Director Santiago Malave dated March 7, 2020 and is consistent with the direction agreed upon in the March 31, 2020 Personnel and Pensions Committee meeting.
 Motion carried 3/0.

ADJOURNMENT

MOTION By Connor Martin
 seconded by John Morrison
 to **adjourn** (12:23 p.m.)
 Motion carried 3/0.

Cc: Town Council
 Mayor Leclerc
 Santiago Malave, Human Resources Director