

*Robert J. Peseck*

2020 OCT 19 A 8:44

TOWN COUNCIL CHAMBERS and MICROSOFT "TEAMS"  
TOWN CLERK  
EAST HARTFORD  
INVESTIGATION & AUDIT and PERSONNEL AND PENSIONS SUBCOMMITTEES

OCTOBER 15, 2020

PRESENT Investigation & Audit Committee members: Awet Tsegai, Esther Clarke and Sebrina Wilson; Personnel & Pensions Committee members: Connor Martin and John Morrison

ALSO Marcia Leclerc, Mayor  
PRESENT Theresa Buchanan, Human Resources Director  
Linda Trzetzak, Finance Director  
Rich Kehoe, Chair, East Hartford Town Council

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:04 pm.

APPROVAL OF MINUTES

January 27, 2020 Investigation & Audit Committee meeting

MOTION By Esther Clarke  
seconded by Sebrina Wilson  
to **approve** the minutes of the January 27, 2020 Investigation & Audit Committee meeting.  
Motion carried 3/0.

March 31, 2020 Personnel & Pensions Committee meeting

MOTION By Connor Martin  
seconded by John Morrison  
to **approve** the minutes of the March 31, 2020 Personnel & Pensions Committee meeting.  
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

## NEW BUSINESS

### Review of the (1) Wage Chart for Town Directors and Non-classified Personnel; and (2) Compensation to Town Directors and Non-classified Personnel pursuant to the Personnel Rules and Merit System

Councillor Tsegai deferred the discussion of this topic to Council Chair Rich Kehoe. Chair Kehoe informed the Committees that the purpose of this joint meeting was to revisit the salaries and compensation structure for town Directors and non-classified employees. He referenced sections 3.4 and 7.2 of the Town Charter stating that the authority to establish job descriptions, salaries and compensation falls beneath the Town Council for approval for both classified and non-classified employees. In addition, the Town Council is responsible for establishing and approving the salary grid for non-classified employees each year. However, the last adjustment to the salary grid has not been done for a while.

Chair Kehoe noted that the language changes in the personnel rules, relating to non-classified personnel such as Directors and elected officials, in recent years was never approved by the Council, rendering those changes ineffective. It was determined that the compensation and benefits directed to such employees in the personnel rules through the various revisions to date will remain in effect, until the Council takes further action. The Council will create a more thoughtful process for determining non-classified employees' salary and compensation and will adjust the compensation for such positions accordingly.

The Chair referenced the last Personnel and Pensions meeting where the Committee authorized the Administration to enter into a contract with Randy Frank Consulting to conduct a public sector salary and compensation study for the Town for \$10,000. Unfortunately, Randy Frank Consulting was unable to complete the study in a timely manner, which has led the Personnel & Pensions Committee to seek a new consulting firm to conduct this study.

Chair Kehoe stated that the Council should be in charge of the consulting contract because of the potential conflict of interest pertaining to the Administration inquiring on information for their own salaries. Esther Clarke inquired on how we would pay for the Consultants study of public employee salaries and compensation. The Administration informed Esther that money could be moved around within their different department budgets and that the money allocated for I&A is still available. Councillor Clarke suggested a contingency transfer. The Chair noted the Council will address the budget issue once the cost of such study is determined.

Next steps would include facilitating a conference call with CPSHR who is a consulting firm that specializes in public sector employees' salaries and compensation for the State and outlining with them what kind of compensation and salary package we are looking for. The Chair suggested identifying one person from each Committee as well as the Administration to sit in on the conference call with CPSHR. Mayor Leclerc suggested that her Administration and specifically Human Resources, outline the details and parameters for each position, including the current scope of work, type of benefits already being received, current salary, hours, what each position entails and special accommodations. This information would then be given to the chosen consulting firm to use in their comparison study. The Administration would first report this information back to the joint Committees. After the conference call with CPSHR, and seeking at least two other firms,

the Committees would reconvene to report back suggestions on which consulting firm to choose.

After the chosen consultant conducts their study and reports back to the Committees with the results of the study and any recommendations, the Council would then determine and adopt the appropriate pay grid to be used for Town Directors and all non-classified employees. Chair Kehoe also made the suggestion to include a motion within the annual budget approval process that requires the approval of the salary grid for each position every year.

ADJOURNMENT – Investigation & Audit Committee

MOTION      By Esther Clarke  
                  seconded by Sebrina Wilson  
                  to **adjourn** (6:20 p.m.)  
                  Motion carried 3/0.

ADJOURNMENT – Personnel & Pensions Committee

MOTION      By Connor Martin  
                  seconded by John Morrison  
                  to **adjourn** (6:20 p.m.)  
                  Motion carried 3/0.

Cc:      Town Council  
            Mayor Leclerc  
            Theresa Buchanan, Human Resources Director  
            Linda Trzetzak, Finance Director