

Robert J. Buck

2020 NOV -5 A 8:44

TOWN CLERK
EAST HARTFORD

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

OCTOBER 29, 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 Trzetziak, Finance Director
Rich Kehoe, Chair, East Hartford Town Council (arrived 5:16pm)

CALL TO ORDER

Chair Tsegai called the meeting to order at 5: 01pm.

APPROVAL OF MINUTES

October 15, 2020 Joint Meeting/Investigation & Audit and Personnel & Pensions

MOTION By Connor Martin
seconded by John Morrison
to **approve** the minutes of the October 15, 2020 Jt w/Investigation & Audit and Personnel & Pensions Committee meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD 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 Esther Clarke informed the Committee that she had requested a copy of the Connecticut Conference of Municipalities (CCM) Municipal Salary Survey from the Mayor. After reviewing it, she feels that there is not enough information in that report to make an accurate comparison to the salaries for Town Directors. Councillor Clarke believes the compensation study discussed by this joint committee is still necessary.

Theresa Buchanan, Human Resources Director, stated that the drawback to CCM's survey is that it does not take into account that different municipalities have different responsibilities that come underneath different divisions. Ms. Buchanan stated that she has reviewed the proposal for a Compensation & Benefits Study submitted by Evergreen Solutions. When compared to a verbal conversation with Cooperative Personnel Services, she noted the differences in both the timeline and costs to implement the study. She also suggested that the Committee ask both vendors for a sample survey from a previous client.

Councillor Awet Tsegai inquired if the survey/study will be performed remotely or in person. Ms. Buchanan said that both companies will remain at their headquarters.

Chair Rich Kehoe discussed the progress that the Committee has made with the issue of salary and benefits for the Town's Directors since the last meeting. The Committee has come to recognize that duties of directors vary from town to town and that compensation should be considered holistically, i.e., wages, healthcare, pension and benefits – not just salary.

It was noted that Human Resources Director Buchanan would continue to work on reviewing the job descriptions with the directors that were started with Randy Frank – the consulting firm first hired to perform a compensation study. Ms. Buchanan would focus on the 13 positions that the Committee wants to examine under this study.

The next joint meeting was scheduled for Wednesday November 4th @ 6PM. It is the intent of the Committee to hire one of the consultants in a Compensation Wage Study at that meeting.

ADJOURNMENT

MOTION By Esther Clarke
 seconded by Connor Martin
 to **adjourn** (5:30 p.m.)
 Motion carried 3/0.

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