

Robert J. Bank

TOWN COUNCIL CHAMBERS and MICROSOFT "TEAMS"

2020 NOV -9 A 9:10

INVESTIGATION & AUDIT and PERSONNEL AND PENSIONS SUBCOMMITTEES

TOWN CLERK

EAST HARTFORD

NOVEMBER 4, 2020

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

ABSENT Councillor Sebrina Wilson

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 6:01 pm.

APPROVAL OF MINUTES

October 29, 2020 Joint Meeting/Investigation & Audit and Personnel & Pensions

MOTION By Connor Martin
seconded by John Morrison
to **approve** the minutes of the October 29, 2020 Jt w/Investigation & Audit
and Personnel & Pensions Committee meeting.
Motion carried 4/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Review of Proposals for Director Compensation Study

Theresa Buchanan, Human Resources Director, reported that she had reviewed both
proposals carefully and highlighted the areas that would be of interest to this Committee.

Cooperative Personnel Services, Inc. (CPS HR Consulting); the State of Connecticut
approved vendor, included in their proposal up to 14 benchmark classifications, up to 12

different labor markets or municipalities, and would also include drafting job descriptions for the 14 positions. The timeframe for completion was approximately 17 weeks. Ms. Buchanan noted that if CPS does not get timely responses from the municipalities due to the Covid-19 pandemic, they would rely on Town staff (more than likely the HR Dept.) to reach out to those parties to assist in obtaining that information. The cost for the job description drafting is \$16,955; the cost of the Compensation Study is \$42,600 for a total not-to-exceed contract price of \$59,555.

Evergreen Solutions, LLC, the vendor recommended by the Society of Human Resource Management, included the 14 positions as benchmarks, up to 20 different labor markets or municipalities, but no review or revision to job descriptions is included. However, their timeline was 90 days from the project start date for completion. The cost to implement this proposal is \$18,000.

Ms. Buchanan noted that both proposals called for a Project Manager to represent the Town.

Discussion followed which included the need for the Committee to take a close look at benefits as part of a compensation package, the time it would take for the Town's HR department to assist in obtaining information from the municipalities who are slow to respond to the Consultant and the ability to have input as to which municipalities are surveyed.

MOTION By Connor Martin
 seconded by John Morrison
 to **recommend** that the Town Council waive the bidding requirements of
 Town Ordinance Section 10-7(b) and **authorize** the execution of a contract
 between the Town of East Hartford and CPS HR Consulting in the amount
 of \$59,555, such waiver being in the best interests of the town as it will
 allow for the timely commencement and completion of a Director
 Compensation Study.
 Motion carried 4/0.

ADJOURNMENT

MOTION By Connor Martin
 seconded by John Morrison
 to **adjourn** (6:50 p.m.)
 Motion carried 4/0.

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