Mayor
MICHAEL PAVIA

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Approved
4-25-13

"REVISED MINUTES" - of March 28, 2013 Personnel Commission meeting

April 25, 2013 Personnel Commission Minutes to be approved at next meeting.

The Personnel Commission held its regular meeting on Thursday, April 25, 2013 at 5:00 p.m. in the Human Resources Conference Room, 9th floor of the Stamford Government Center, 888 Washington Boulevard, Stamford, Connecticut.

Those in attendance were:

Personnel Commission Board Members Present:

Frank Green, Chairman
Marc Teichman, Commissioner
Julie Granser, Commissioner
Peter Nanos, Commissioner

Human Resources:

Clemon Williams, HR Assistant Director
Lenora Cavaliero, HR Executive Secretary

City of Stamford:

Jon Fontneau, Chief of Police

Chairman Frank Greene called the meeting to order at 5:07 p.m.

Commissioner Peter Nanos moved to approve the Minutes of Thursday, March 28, 2013 and Commissioner Marc Teichman seconded the motion to approve to approve. Motion passed.

New Business:

1. **Request for Advanced Starting Base Rate of Pay for Assistant Chief:**

Chairman Greene wanted it recorded in the minutes, that because of his involvement with the police department; he would have to recues himself from the discussion of the base salary for the

Assistant Chief. However, he did comment favorably on Police Chief Fontneau's selection of Assistant Chief. Chairman Greene requested Commissioner Teichman to take over as Chairman for this portion of the new business. Commissioner Teichman accepted his request.

Commissioner Teichman requested clarification on the current salary for Lieutenant Shaw and what is the mid-range for the Assistant Chief's position.

Chief Fontneau reported that Lieutenant Shaw is currently earning $97,000 Clemon Williams, HR Assistant Director interjected and explained that the difference would be $8,000; part of that difference is pay equity with others doing the exact same job. Commissioner Teichman asked what the salary rate was of the current Assistant Police Chief James Matheny, while Commissioner Granser also asks how long he has been in this position.

To answer both of their questions, Mr. Williams stated the salary rate that is currently being paid to Assistant Police Chief James Matheny is $124,005 and he has been in this position for approximately 1 year. (Chief Matheny is in the same position that is being requested at this time to make the offer to Lieutenant Shaw at $124,005.)

Chief Fontneau has some concerns if Lieutenant Shaw will accept the position based on the fact that (with overtime) he is earning a lot more than this requested rate of salary. Commissioner Nanos asked Chief Fontneau if the money he is requesting is in his budget. Chief Fontneau said as of June 1st it would be in his budget to cover this salary offer.

Commissioner Teichman made motion to accept advanced rate of starting salary at $124,005. Commissioner Nanos approved, followed by Commissioner Granser to second the approval. Motion passed.

The salary request for $124,005 was approved.

2. **Pay Plan: Deadline for Submission of Performance Appraisals**

Chairman Green suggested setting a deadline date for performance reviews for individuals that are part of the City's Pay Plan.

Chairman Greene noted that the Commissioners are asked by HR every year to set a deadline for Performance reviews. He went on to note that in the past sometimes the deadlines were met and sometimes they were not. Last year a decision was made that a drop dead date must be set going forward.

HR is requesting a deadline date of June 7, 2013 for the Performance reviews for the City Pay Plan employees. Chairman Greene wants to be sure that will be enough time. Mr. Williams assured the Commissioners the date requested is June 7th and that will give him five weeks to process. He expects to have the necessary correspondence sent out by Friday, May 3rd and follow up with people to be sure they do the evaluations.

Chairman Green asked what would be done if the reviews are not received in a timely fashion. To that question, Mr. Williams explained that this year because the process is being handled electronically it should move efficiently to reach completion.

In the event that it is closer to the deadline, he will request the assistance of Mike Handler, Director of Administration and the Mayor Pavia to intersect for management to complete the task.

Motion to accept the deadline date to Friday, June 7, 2013 for submission was made by Commissioner Teichman and the motion was seconded by Commissioner Nanos.

3. Discussion – starting July 2013 new time slot for monthly Personnel Commission meetings to be held. The Human Resources overtime budget for hourly employees if not slotted in their budget to accommodate overtime pay.

The Commissioners discussed their availability for setting up a different time slot, however for the exception of Commissioner Granser changing the time slot would not work with her schedule.

Chairman Greene, suggested working around this situation, by having the hourly employees adjust their time schedule so their hours coincide with the meeting time.

Other business discussed: Pay Plan

Chairman Green noted that there have been a number of requests for starting rate of pay. In the past, the World Work Pay Plan was suggested. He questioned, given the status of the employment situation are the best candidates being sought after; with regard to the employment situation.

Commissioner Teichman stated that he believes that since the economy is improving that candidates are not likely to accept the lower salary scale.

Chairman Greene suggested we revisit a look at the base line again in the next year or so.

The next regular Personnel Commission meeting is scheduled for Thursday, May 23, 2013 At 5 p.m.

The meeting was adjourned at 5:25 p.m...

Reviewed: by Chairman Frank Green

Respectfully submitted,
Lenora Cavaliero, Executive Secretary – Human Resources

Copies to:
Frank Green, Chairman Personnel Commission
Personnel Commission Board
Mayor Michael Pavia
Joseph Capalbo, Director of Legal Affairs
Donna Loglisci, Town & City Clerk