



APPROVED
DIRECTOR OF LEGAL AFFAIRS
&
CORPORATION COUNSEL
KATHRYN EMMETT

7-24-14

Personnel Commission
Chairman Frank Green

CITY OF STAMFORD
OFFICE OF LEGAL AFFAIRS
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June 26, 2014 Personnel Commission Minutes **to be approved at next meeting.**

The Personnel Commission held its regular scheduled meeting on Thursday, June 26, 2014 at 5:00 PM. in the Human Resource Conference room on the 9th floor of the Stamford Government Center, 888 Washington Boulevard, Stamford, Connecticut.

Personnel Commission Board Members Present:

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

Human Resources:

HR Interim Director, Clemon Williams
Lenora Cavaliero, HR Executive Secretary
Vanessa Francis, HR Generalist
Rosemarie Frager, HR Generalist

Mayor Youth Service Department:

Terri Drew, Director of Mayor's Youth Services

Legal Affairs & Corporate Counsel

Katheryn Emmet, Corporate Counsel
Judy Isidro, Ex. Asst. to the Corporate Counsel

The Commissioners met with a full quorum; Chairman Green called the meeting to order at 5:10 p.m.

Minutes of May 22, 2014 approved:

Commissioner Weinberg made motion to accept the minutes and Commissioner Granser second the request to approve the minutes. Minutes approved unanimously.

Item # 1: Request: To create the Classification and one (1) position of Special Projects Coordinator Youth Employment

Terri Drew discussed the re-organization of the Mayor's Youth Service Department. Request made for the creation of a full time Projects Coordinator Position. Currently, this position is a seasonal part-time position. The full-time position will encompass and expand the duties for year round projects.

After a considerable amount of discussion by the Commissioners, Commissioner Weinberg moved to approve and Commissioner Teichman moved to second the approval. Position approved for: Projects Coordinator at the hourly rate of: \$25.97 to 30.67.

Item # 2: Request: To create one (1) position - Senior Paralegal position with the Office of Legal Affairs Department.

Katheryn Emmet, appeared before the Commissioners to request an elimination of one (1) Paralegal position, and thereby replacing it with: Senior Paralegal at a V13 level.

Currently in this position is a Paralegal and the individual has been working outside her job description and performing the duties of a Senior Paralegal. Counselor specifically noted that the Legal Department has approved the funding in their budget and can accommodate this promotion.

After discussion, with one abstention, Commissioner Granser moved to approve the request and Commissioner Nanos seconded the motion to approve the position of Senior Para Legal at a V13 level, at a salary of \$65,806 to \$77,725.

Two requests made from Chairman Green:

1. Request to review the City's overall promotional policy.
2. Request to review City Vehicles list

Clemon Williams agreed to provide this information to Chairman Green.

Adjournment:

Meeting adjourned at: 6:03 PM

Next meeting:

Thursday, July 24, 2014 at 5:00 PM

Respectfully submitted,

Reviewed by: Chairman Frank Green



Lenora Cavaliero

Copies to:

Frank Green, Chairman Personnel Commission
Personnel commission Board Members
Donna Loglisci, Town and City Clerk
Katheryn Emmett, Corporate Counsel
David Martin, Mayor