

CITY OF NORWALK
PERSONNEL COMMITTEE
JANUARY 27, 2010

ATTENDANCE: Joanne Romano, Chairman; Carvin Hilliard, Travis Simms,
Clyde Mount

STAFF: James Haselkamp, Personnel Director;
John Schlosser, Personnel Administrator

CALL TO ORDER

The meeting was called to order at 6:02 p.m. by the Chairman, stating the members in attendance, as listed above. Ms. Romano stated that this was the first meeting with the new members, and introduced Mr. Haselkamp and Mr. Schlosser.

APPROVAL OF MINUTES

Ms. Romano recommended that the minutes be tabled because the new members had not attended the meeting and suggested they wait until a member that had attended the September meeting was present.

Pay Plan for Ordinance and Elected Officials

Mr. Haselkamp presented the proposed amendment as follows:

Amendment to Pay Plan (Effective December 31, 2009)

The proposed Merit Matrix for FY 2010/11 would be 0% increase across the ratings scale.

Amend the pay plan as follows:

For fiscal year 2010/11, employees appointed to positions may forego the increase in salary related to the increases in ranges.

Effective December 31, 2009, employees who are elected and eligible to receive an increase may forego the increase on a temporary or permanent basis.

Mr. Haselkamp gave an overview of the background and explained that the zero percent increase is based on the City's budget situation whereby the Finance Department is proposing 0% increase to avoid a rise in taxes. He stated that the Mayor and City Clerk have elected not to take their annual pay raise this year, and in an effort to de-politicize the salary for elected officials he wanted to keep their salary at the proper place in the City pay scale; therefore, he needs to put in this language to allow no increase.

He added that this does not apply to Department Heads, and he is in the midst of contract negotiations with NASA on this issue.

Mr. Romano asked if this affects the Police and Fire Departments, and Mr. Hasselkamp replied that it does not affect them as their contracts are separate, but it sets the stage with the City's leaders.

Ms. Romano asked if this was the formal wording outlining justification of the process, and Mr. Haselkamp stated that yes, it was required to keep the pay scales and ranges to move, despite the zero increase, and he recommended approval.

**** MR. MOUNT MOTIONED TO APPROVE THE PAY PLAN FOR
ORDINANCE AND ELECTED OFFICIALS AND TO FORWARD TO
THE COMMON COUNCIL FOR APPROVAL.
** THE MOTION PASSED UNANIMOUSLY.**

Schedule of Meetings for Personnel Committee 2010

Mr. Hasselkamp presented the schedule of meetings for 2010 as follows:

January 27, February 24, March 24, April 28, May 26, June 23, July 28,
August 25, September 22, October 27, November 24, and December 22.

He added that the above dates are subject to change based on holiday schedules, but for the most part the meetings are the fourth Wednesday of each month at 6:00 p.m. in Personnel Conference Room 123.

Mr. Hilliard asked why there were twelve meetings, and why there was no month off, as it supposed to be the case. Mr. Haselkamp replied that many times meetings are cancelled due to the lack of necessity, and it is easier to cancel meetings than to schedule a special meeting, if required. He added that rarely is there a need for meetings in July, August or December.

**** MR. MOUNT MOVED TO APPROVE THE SCHEDULE OF
MEETINGS FOR THE PERSONNEL COMMITTEE FOR 2010
** THE MOTION PASSED UNANIMOUSLY.**

Other Business

Mr. Hasselkamp provided an overview of how the Committee works for the new members and stated that mostly he would look to the committee for approval of amendments, contract renewals, and updates on negotiations. He stated that there would be two or three contracts coming up for review in May/June with a series of union renegotiations, to avoid layoffs. He added that often times a contract has to be settled by the Council within a few days, as required by state statute; and with those situations he may have to schedule a special meeting.

Ms. Romano suggested if a special meeting is required to keep in mind that they have Caucus scheduled the 2nd and 4th Mondays of each month.

Adjournment

- ** MR. HILLIARD MOTIONED TO ADJOURN.
- ** THE MOTION PASSED UNANIMOUSLY.

The meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Marilyn Knox
Telesco Secretarial Services

