

**CITY OF NORWALK
PERSONNEL COMMITTEE
OCTOBER 22, 2008**

ATTENDANCE: Richard McQuaid, Chairman; Michael Geake; Laurel Lindstrom; Richard Bonenfant.

STAFF: James Haselkamp, Personnel Director; John Schlosser, Assistant Director.

OTHERS: Adam Bovilsky, Director of Human Relations; Karen Doyle Lyons, Registrar of Voters; Mary Geake.

CALL TO ORDER/ROLL CALL

The meeting was called to order at 6 p.m. by the Chairman.

REVIEW AND APPROVAL OF MINUTES FROM JULY 23RD MEETING

** MS. LINDSTROM MOVED TO APPROVE THE MINUTES AS DISTRIBUTED.
** MOTION PASSED UNANIMOUSLY.

APPROVAL OF 2009 SCHEDULE OF MEETINGS

Discussion took place on the meetings scheduled for November and December of 2008, and it was agreed that the November meeting would be scheduled to take place on November 12th, tentatively, to discuss and vote on the NMEA contract.

** MR. GEAKE MOVED TO APPROVE THE 2009 SCHEDULE OF MEETINGS.
** MOTION PASSED UNANIMOUSLY.

EXPLANATION OF PAY PLAN AFFECTING REGISTRAR OF VOTERS

Mr. Haselkamp explained that there was an effort two years ago to deal with compensation in the global sense. A decision was made to have the elected officials' salaries based on an index. The Registrar of Voters salary was pegged to that of the Executive Assistant, at \$46,800. Every January, the grade is adjusted. The index for this January, 2009, will increase by 4%, followed by January 1, 2010, estimated at 4% and in December 31, 2010, the salary is projected at \$50,618, following the election for Registrar.

Mrs. Doyle Lyons said that the Mayor had agreed a few months ago that there was a problem that should be brought to the Common Council. She met with Mr. Haselkamp and clarified that her increase would be \$11 per year. Since 2001, they have had two increases in their salaries. The law says that the Registrar can receive an increase every year, but it must be voted on prior to the election. This Committee can vote tonight for an increase in 2009 and 2010.

Mr. Haselkamp said that the plan itself can be amended, but they cannot make individual adjustments. The argument will be that an increase of 8% over the next two years means that the City employees will not be making that same increase. Making comparisons is a fruitless exercise.

The Chairman asked if any of the registrars throughout the state are making salary increases. Mrs. Lyons Doyle said all registrars are elected. The plan says that a 2% raise can be voted on each year but the pay plan says that they only receive raises every four years. The Chairman said it could be dangerous just before an election. It seems political to a point. He further noted that this plan was put into place because of problems with the ordinance list.

Mr. Haselkamp said this plan would be beneficial to the Registrars of Voters.

Mrs. Doyle Lyons provided Mr. Haselkamp with an e-mail, and Mr. Haselkamp said he found it offensive that he was given this information tonight at the meeting. He further pointed out that the information in the e-mail was the same as what he had just told the Committee members.

Mrs. Doyle Lyons asked for an increase of more than \$22 for the next two years. The Chairman asked her to get all of the paperwork together and give it to Mr. Haselkamp.

Mrs. Doyle Lyons said that the Town Clerk had just received a \$5,000 increase, the Mayor's Secretary will be making an additional \$2,318, and the Registrars of Voters deserves the same.

Mr. Haselkamp said if there is a desire to make an adjustment, that position should be taken out of the pay plan and they should continue to make ad hoc adjustments to political positions.

Ms. Lindstrom said she agreed that the pay plan depoliticizes this issue. Any change to the pay plan would make everyone else want the same increase.

Mrs. Doyle Lyons said that Milford follows the NASA pay schedule and Stamford is up to \$69,000 for part time registrars. She withdrew her request, pointing out that her clerk makes \$2,000 more than she does. An increase of \$22 is a slap in the face. She thanked everyone for their time.

APPROVAL OF AFFIRMATIVE ACTION PLAN

Mr. Haselkamp said this plan has been worked on for nine months. It has been reviewed by outside counsel and they are happy with the outcome. Mr. Bovilsky said he was very proud of this document and that Personnel and Labor Relations worked together very well. The Human Relations Commission approved the document unanimously. Not all of the provisions in the last plan were adhered to. This is a very pragmatic plan.

It was noted that Mr. Bovilsky is the Affirmative Action Officer for the City.

Ms. Lindstrom asked the main areas that have been changed; Mr. Haselkamp said it is a total rewrite. They took a lot of process out. They put in things that show more of an effort to diversify. Mr. Bovilsky said there would be an annual report. Ms. Lindstrom said editing needed to be done and additions should be made, as follows:

- Page 1, IIA, 2nd sentence, “a” should be added after “consists of”.
- Page 1, IIA, 2nd paragraph, 2nd to last line, a comma should be added between “for” and “all”.
- Page 2, 1st paragraph, 4th sentence, “Mansions” was corrected to “Mansion”.
- Page 3, 2nd paragraph, 2nd sentence, add in “(Appendix B)” after “protected classes”.
- Page 4, IV.B.1, replace “establish” with “establishment of”.
- Page 4, IV.B.4, replace “to develop” with “development of”.
- Page 5, IV.B.8, replace “Liaison” with “Acting as liaison”.
- Page 6, 1st paragraph, 1st sentence, add “the” before AA/EEO.
- Page 6, item 5, replace “Maintenance of” with “Maintain”.
- Page 7, item 3, 1st paragraph, 2nd sentence, add “written” before Annual Report”.
- Page 7, VI, second paragraph, 1st sentence, add “and underutilized classes” after “members”.
- Page 10, IX.B.3, “and underutilized classes” was added after “groups”.
- Page 11, item b, the parenthesis was taken out after the TTD number.

**** MS. LINDSTROM MOVED TO APPROVE THE AFFIRMATIVE ACTION PLAN AS CORRECTED.**

**** MOTION PASSED UNANIMOUSLY.**

**** MR. GEAKE MOVED TO ADJOURN.**

**** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:45 p.m.

Respectfully submitted,
Cheryl Telesco
Telesco Secretarial Services

