

CITY OF NORWALK PERSONNEL COMMITTEE MINUTES

MAY 25, 2005

ATTENDANCE: Doug Sutton, Chairman; Matthew Miklave; Rick McQuaid; Fred Bondi, Betsy Bain

STAFF: Sara LeTourneau, Director of Personnel & Labor Relations.

OTHERS: Brian Lockhart, The Advocate.

CALL TO ORDER

The meeting was called to order at 8 p.m. by the Chairman.

REVIEW/APPROVAL OF THE APRIL 27, 2005 MEETING MINUTES

** MR. SUTTON MOVED TO APPROVE THE MINUTES OF THE APRIL 27, 2005 MEETING AS DISTRIBUTED.

** THE MOTION PASSED WITH FOUR VOTES IN FAVOR (SUTTON, BAIN, MIKLAVE, BONDI) AND ONE ABSTENTION (MCQUAID).

DISCUSSION OF PROPOSED ORDINANCE LIST SALARY INCREASES

Ms. LeTourneau gave a brief overview of the situation. The Mayor has given a recommendation with proposed revised ordinances and two different calculations of the proposed increases. The Mayor is in the process right now of setting up meetings with all of the Department heads in order to put into place the goal setting phase of the evaluation process.

Mr. Bondi had several questions about the goal setting process. Ms. LeTourneau explained that the goals are to be aligned with the fiscal year, July 1st - June 30th. Last year, the focus was on evaluations.

Mr. Miklave said that the timetables and goals for the program were forth in the Performance Appraisal Plan and that everyone should realize that there would be a learning curve as the managers and employees became more familiar with the process. It is a completely different evaluation system than what has ever been used before. The first six month period would be a time with mixed results. The first year of the performance appraisals, we are seeing improvements. Mr. McQuaid is certain that there will be room for improvement in the future.

Ms. Bain spoke briefly on how there are philosophical differences on the use of the evaluation system. Some choose to tie their consideration of salary to evaluations while others choose to separate the two and have the salary increase as more related to

maintaining a differential between those who are being supervised from those who supervise.

Mr. Sutton reiterated that the evaluation system is a management tool and not tied to the pay increases.

Mr. Bondi asked for some clarification on a 3 1/2% increase. Ms. LeTourneau explained that the Mayor proposed the percentage in his memo of May 19, 2005. It was also noted that there were no recommendations for elected officials who are up for re-election this year.

SCHEDULE OF PUBLIC HEARING

After reviewing the availability of several of the committee members, it was determined that the Public Hearing should be scheduled for June 20th at 8:00 PM in Room 123. Ms. LeTourneau stated that if the attendance was high, they could move the meeting to the Common Council Chambers. The monthly Personnel Committee meeting will follow the Public Hearing immediately.

OLD BUSINESS

There was no other old business discussed.

NEW BUSINESS

There was no new business introduced.

NEGOTIATION UPDATES

There were no negotiation updates discussed.

THE NEXT PERSONNEL COMMITTEE MEETING

The next Personnel Committee will be on June 20, 2005, immediately following the Public Hearing.

** MR. MCQUAID MOVED TO ADJOURN THE MEETING.

** THE MOTION PASSED UNANIMOUSLY.

The meeting adjourned at 8:30 p.m.

Respectfully submitted,

Sharon L. Soltes
Telesco Secretarial Services

