

**CITY OF NORWALK PERSONNEL COMMITTEE MINUTES**

**APRIL 27, 2005**

ATTENDANCE: Doug Sutton, Chairman; Betsy Bain; Fred Bondi; Leona Williams; Matthew Miklave (8:05).

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

OTHERS: Harold Alvord, Director of Public Works.

CALL TO ORDER

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

DISCUSSION

ESTABLISH A NEW POSITION (TRAFFIC ENGINEER NASA, GRADE 5)

Mr. Alvord clarified that this request was not for the position that had just been vacated.

At 8:05 p.m., Mr. Miklave arrived at the meeting.

Mr. Alvord said all of the traffic people report to the Planning Engineer, so there is no traffic planning capability. The position of Traffic Engineer is being created. He will report to a Senior Civil Engineer. This will enable them to organize and plan the work. At the next meeting, he will ask for the position of Traffic Maintainer II, for a total of 5 people.

Mr. Miklave asked if these positions are all funded and Mr. Alvord responded affirmatively.

**\*\* MR. BONDI MOVED TO ESTABLISH THE NEW POSITION OF TRAFFIC ENGINEER, NASA, GRADE 5.**

**\*\* MOTION PASSED UNANIMOUSLY.**

ORDINANCE ANNUAL PERFORMANCE EVALUATION

Ms. LeTourneau said under the Code, it is time for a review of Ordinance list salaries. At this point, she does not yet have a recommendation from Mayor Knopp to forward to this committee.

Mr. Bondi asked if anyone had been given a form to put down their goals in January. Ms. LeTourneau said goals were set this last year and evaluations are due on that basis. Mr. Bondi asked why the committee should waste its time if the evaluations are not all done. Ms. Bain said last year had been a slight improvement over the previous year. Mr. Miklave said they are completing the first full year of the evaluations. The one last April was a six month evaluation program. There is a big learning curve to bring departments up to speed. He said he expected more would be done this year than last. They should hold department heads responsible if the evaluations are not done.

Mr. Bondi said he did not believe in giving increases across the board. Ms. Bain said this was a philosophical issue. She would have to think more about merit increases because of union issues relating to supervisors who supervise union employees.

Mr. Miklave said the evaluation system is not designed to be a mechanism by which the Council evaluates employees. It should be a method of fostering communication and development between the supervisor and staff. It is a tool. Systems are implemented better for some people than for others.

Mr. Bondi asked when the committee is supposed to receive the evaluations. He said they should have the evaluations at the May meeting and asked that memos be sent out to everyone. Ms. LeTourneau said they have been doing so and will continue to do so. Mr. Bondi asked that the Chairman be advised of any problems.

Mr. Alvord said he held up on goal setting until after the budget was set. Ms. LeTourneau said Mr. Alvord had informed her of this and she had told him that was okay.

In response to a comment from Mr. Miklave, Mr. Alvord said this is the best system he has even seen. He also referenced other places that have a bonus system. Mrs. Bain said that is a better way to reward merit; Mr. Miklave agreed. However, the resources of the City don't allow a pay for performance system.

#### MINUTES FROM DECEMBER 22ND, JANUARY 26TH AND MARCH 23RD MEETINGS

**\*\* MRS. BAIN MOVED TO APPROVE THE MINUTES OF MARCH 23, 2005 AS DISTRIBUTED.**

**\*\* MOTION PASSED WITH TWO VOTES IN FAVOR (SUTTON, BAIN), 3 ABSTENTIONS (MIKLAVE, WILLIAMS, BONDI.)**

**\*\* MR. BONDI MOVED TO APPROVE THE MINUTES OF JANUARY 26, 2005, AS DISTRIBUTED.**

**\*\* MOTION PASSED WITH THREE VOTES IN FAVOR (SUTTON, MIKLAVE, BONDI), TWO ABSTENTIONS (WILLIAMS, BAIN).**

**\*\* MS. WILLIAMS MOVED TO APPROVE THE MINUTES OF DECEMBER 22, 2005 AS DISTRIBUTED.**

\*\* MOTION PASSED WITH FOUR VOTES IN FAVOR, ONE ABSTENTION (BONDI).

There was no discussion of Old Business, New Business or Negotiation Update.

#### ADJOURNMENT

\*\* MRS. BAIN MOVED TO ADJOURN.

\*\* MOTION PASSED UNANIMOUSLY.

The meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Cheryl Telesco  
Telesco Secretarial Services

