

CITY OF NORWALK PERSONNEL COMMITTEE MINUTES

SEPTEMBER 22, 2004

ATTENDANCE: Doug Sutton, Chairman; Matthew Miklave; Rick McQuaid; Betsy Bain; Leona Williams.

STAFF: Sara LeTourneau; John Schlosser.

CALL TO ORDER

Mr. Sutton called the meeting to order at 8:04 p.m.

APPROVAL OF MINUTES – JULY 28, 2004

** MS. BAIN MOVED TO APPROVE THE MINUTES WITH NO CORRECTIONS.
** MOTION PASSED UNANIMOUSLY.

DISCUSSION/ACTION ON PROPOSED RECLASSIFICATION
OF NASA POSITION OF FISCAL MANAGER/POLICE DEPARTMENT

In response to Ms. Bain's queries about reclassification, payroll, etc., Ms. LeTourneau stated that personnel were being moved around. The Personnel Department had been responding to multiple requests regarding workmen's compensation, job descriptions, etc. from both the Fire Department and the Police Department. Both departments found themselves performing multiple tasks for which they were not being compensated and that their job descriptions did not include the additional duties they were being asked to perform. Mr. Schlosser stated that a captain in the police department had been moved to a line officer position which did represent a cost savings. Mr. Schlosser did not have those cost savings with him at this meeting. Ms. LeTourneau added that the changes had been reviewed by the financial department and did have the fiscal manager's approval. The captain, who retired, had been in charge of data entry and did maintain records, both for retroactive pay, workmen's compensation, privacy information, etc. After the captain retired, he was replaced by a patrol captain but then the police captain position was defunded.

Mr. McQuaid pointed out that five captain positions had been reduced to four and that those four captains were performing duties higher than for which they were rated. In response to Mr. Miklave, Ms. LeTourneau stated that the Personnel Department had been directed to maintain the status quo, e.g. to promote a sergeant to captain in order to provide funding for more officers on the street and not into administrative duties.

Mr. Schlosser indicated that it was less costly to maintain an officer in a sergeant position rather than to promote him/her to a captain position. Ms. Bain suggested that further discussion of this matter be tabled as to why this shift in positioning had occurred.

**** MS. BAIN MOVED, WITHOUT PREJUDICE, THAT FURTHER DISCUSSION OF JOB RECLASSIFICATION BE TABLED AND REQUESTED A FURTHER REVIEW OF RECLASSIFICATION POLICIES.**

**** MOTION PASSED UNANIMOUSLY.**

OLD BUSINESS AFFAIRS

Ms. Bain noted that regarding the Youth Services Department, a committee had been formed to analyze whether to continue funding beyond the June 2005 fiscal year and that the committee had initiated funding beyond the original cap.

NEW BUSINESS/AFFAIRS

Ms. LeTourneau pointed out that the position of grant coordinator and city clerk had been combined into one position resulting in a salary of \$73,000. Ms. Williams stated that she would like to see the job description of that position. In response to queries from Ms. Bain, Ms. LeTourneau explained that a defunded position was not necessarily the same as an eliminated position but that the ultimate goal in staff restructuring was to eliminate positions. Positions no longer to be filled are listed as “defunded” rather than eliminated because if it is determined at a later date to fill those positions, it is easier to fund them rather than to reinstate them.

NEGOTIATION UPDATES

Ms. LeTourneau indicated that there were three contracts being negotiated, one expected to be ratified 9-23-04 and another in October. She was not sure about the date of the third contract.

The meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Joan Kingsley for
Telesco Secretarial Services