

CITY OF NORWALK PERSONNEL COMMITTEE MINUTES

JANUARY 7, 2004

ATTENDANCE: Douglas Sutton,
Chair; Betsy Bain; Rick McQuaid; Leona
Williams

STAFF: John Schlosser, Personnel
Administrator

CALL TO ORDER

Mr. Sutton called the meeting to order at 8:10 p.m.

**WELCOME NEW COMMITTEE
MEMBERS**

Mr. Sutton welcomed the new members, Ms. Williams and Mr. McQuaid, to the committee and asked them to introduce themselves. Mr. McQuaid said that he had served on this committee before and was happy to be back. Ms. Williams said that she was from District B. Ms. Bain said that she was a former committee member and then Mr. Sutton introduced himself as the Committee Chair.

**REVIEW/APPROVAL OF MINUTES FROM NOVEMBER 20, 2003
MEETING**

**** MS. BAIN MOVED TO APPROVE THE MINUTES
OF NOVEMBER 20, 2003**

The following corrections were made to the minutes: Page 2, 3rd sentence should read: Mr. Sutton stated that it seemed the fair thing to do, but traditionally it has not been done and it would make negotiations tough and may leave a bad taste in the mouths of the negotiating parties

Page 2, last sentence should read: Mr. Sutton stated that it could jeopardize the contract and make it an endless less productive process.

Page 2: delete "s" from Ms. Bain's name

**** MOTION PASSED WITH (2) TWO ABSTENTIONS
(MS. WILLIAMS AND MR. MCQUAID)**

**REVIEW OF DEPARTMENT
BUDGET PROCESS**

Mr. Schlosser explained to the Committee the background of the budgetary process. He said that around mid October, the Finance Department transmits to the department the projected budget for the upcoming fiscal year. Then the department head, Ms. LaTourneau reviews the document for any required changes. In November a meeting is held between Ms. LaTourneau and the Finance Department to review the projected and requested budgets. At that time, she will also justify the current expenditures.

The department maintains the same budget level, and is asking that the Professional Services line item be retained for \$50,000 for Shipman & Goodwin, because they are helping the department out with some very important issues.

The only other additional request is for \$800.00 to replace some office chairs for staff.

Ms. Bain noted that there will be some increases in the projected budget and asked what that amount would be. Mr. Schlosser said that the net increase would be .4%. Last year's 2004 projected budget was \$404,854.26. For next year they are projecting \$411,392.00, which is a net increase of .4% over the revised budget.

Ms. Bain asked about feedback from the Finance Department and Mr. Schlosser replied that he believed that they agreed with the minimal changes that were requested.

In response to Mr. McQuaid's request, the Committee reviewed the previous few years expenditures.

**REVIEW OF BARGAINING
AGREEMENTS**

Ms. Bain asked if this year would see the completion of all contract negotiations for all the unions. Mr. Schlosser replied that it was a good shot.

Mr. Schlosser reviewed the status of the bargaining agreements. He said that the Police 2405 grant was settled. The Fire department's first arbitration meeting is on January 15, 2004. The NMEA is close to an agreement and the nurses are on track.

OLD BUSINESS

Ms. Bain asked if anything is being done regarding the personnel manual. Mr. Schlosser said that he had a brief discussion with Ms. LaTourneau; however, they do not have a document to bring before this committee yet.

NEW BUSINESS

Ms. Bain asked, that with the evaluation process established for the Ordinance list, is that being monitored for the mid year review. Mr. Schlosser said that he would look into it. He said that the letter was generated in the appropriate time. This will be an agenda item for the next meeting.

ADJOURNMENT

**** MR. MCQUAID MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

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

Respectfully submitted,

Rosemarie Lombardi

Telesco Secretarial Services