

COMMITTEE ON HUMAN RESOURCES/INSURANCE

September 6, 2022 at 5:30 PM

Chairman Cavanaugh called the meeting to order.

The Clerk called the roll.

Present: Aldermen Cavanaugh, George-Kelly, Barry, Gamache, Burkush

Messrs.: Mayor Craig, L. Drabik

1. HR Reports submitted by Lisa Drabik, Human Resources Director:
 - Position Summary Report
 - Vacancy Requisition Requests and Approvals
 - Summary of Arbitrations/Grievances
 - Sapphire SmartShopper Report*(Note: Provided for informational purposes only; no action is required.)*
2. Communication from Angela Carey, Clerk of the Board of School Committee, requesting an increase in the yearly stipend for elected school board members from \$2,000 a year to \$4,000 a year effective January 2, 2024.

Chairman Cavanaugh asked is Angela here. No one is here to address this?

Alderman George-Kelly stated well the Mayor is here.

Mayor Craig stated I do know that this request has to do with the fact that they will no longer be taking health insurance.

Chairman Cavanaugh stated I would just like someone here to present this.

*On motion of **Alderman Barry**, duly seconded by **Alderman Burkush**, it was voted to approve.*

Chairman Cavanaugh stated I would like to see someone from the school district available to speak about this at the next Board meeting.

3. Communication from Mayor Craig requesting approval of the use of up to \$750,000 in one-time funds to conduct a Classification & Compensation study for all city employees.

***Alderman Barry** moved to approve. **Alderman Gamache** duly seconded the motion.*

Mayor Craig stated first I just want to officially welcome Lisa Drabik. This is something that we have been talking about for a number of years. Yarger Decker has been in place for about 23 years in the City of Manchester and just in the brief research we did there have been over 900 changes to Yarger Decker since its inception and that is probably on the low end. What we have right now is an inequitable pay scale in the City of Manchester and I think it is past time that we do something about it. We are going to

have to work with an outside agency to help us with this but I am very confident that with Lisa's skills and background, and we are thrilled to have her here, that she is the right person to lead this effort.

Alderman George-Kelly stated first I just want to say welcome aboard. We are glad that you are here and second I just want to say that I am really glad that we are moving this forward. I think that it is beyond time for us to do this and to be able to really look at making sure that all of our city employees are earning a livable wage that is fair and equitable across departments. Thank you for putting this forward.

Alderman Barry stated Lisa thank you for being here and welcome aboard. I am actually glad this came up and I was going to bring something up under new business but I might as well address it now. I am a huge proponent of promoting from within and I think it is really, really important in the city. The way we have it structured right now and it is not even a structure but the Fire Department and Police Department automatically promote from within and that is just a tradition they have and will continue to have which I agree with. What upsets me is when we have departments throughout our city other than Police and Fire that...I would like to see employees groomed to take that step so that we can promote from within. It just kills me to see people from outside of our city getting these promotions. It is a morale booster for these people to work hard and an incentive for them to work hard knowing that there is room at the top of that ladder. It is just really unfortunate for these people that work very hard and they get to that point and they are not even looked at. Again, our Fire and Police departments do it and it is a tradition and something that has been done forever. I am just hoping that you as the new HR Director can work with our employees in our departments to groom people so that they can get the education and experience to move forward.

Chairman Cavanaugh stated Your Honor I agree with this. There is a part of me that agrees with what Alderman Barry said too. We take this money and we have this third party group look at how we are going to handle this. I think we know best in the city and bringing Lisa on board and welcome aboard. Are you five days in?

Lisa Drabik, Human Resources Director, replied this is my fifth day.

Chairman Cavanaugh stated we are putting a lot on you but I agree with what you are saying Mayor and it is something that I think we know how to fix best and how we do that will be a big challenge for Lisa but I am willing to help in any way I can and I am sure the committee is too. It is something that we have looked at for a long time and looking at these other items on the agenda, it creates an angst within departments and we can't do that and we can't have that. We have done a lot of work in the last six months to really get the contracts where they have to be and to help affiliated and non-affiliated work together where we want our employees to feel welcome and have room to grow. It is important to me and I know it is important to the mayor as well, and I don't mean to speak for you but that is my two cents.

Mayor Craig stated we have also been seeing more and more requests which says to me again that there are some significant issues with the pay scale that we have in place. We need to really address it and now is the perfect time.

Alderman Burkush asked what about the stuff that we tabled at the last BMA meeting.

Chairman Cavanaugh replied we have to get through this item first.

Chairman Cavanaugh called for a vote. *There being none opposed the motion carried.*

4. Communication from Jeff Belanger, Planning & Community Development Director, requesting the reclassification of a Planning Technician, grade 14, to a Community Development Support Specialist, grade 16.
5. Communication from Tim Clougherty, Public Works Director, requesting the reclassification of an Application Developer/Analyst, grade 19, to an Application Developer/Analyst II, grade 20.
6. Communication from Brenda Masewic Adams, Tax Collector, requesting the reclassification of Customer Service Representative III's, grade 13, to Municipal Collections Clerks, grade 14.
7. Report of the HR Committee recommending that the request from the Tax Collector to eliminate one (1) vacant Administrative Assistant I, grade 12, position and add one (1) Administrative Assistant II, grade 13, position be approved.
(Note: This committee report was referred back to the HR Committee at the 7/19/22 BMA meeting).
8. Report of the HR Committee recommending that the request from the Water Works Director to increase labor grades as follows:
 - Water Works Director from a 28 to a 29
 - Water Works Deputy Director of Water Distribution from a 25 to a 27
 - Water Works Deputy Director of Water Treatment & Supply from a 25 to a 27
 - Water Works Deputy Director of Finance & Administration from a 25 to a 27be approved.
(Note: This committee report was referred back to the HR Committee at the 7/19/22 BMA meeting).
9. Report of the HR Committee recommending that the request from the Finance Director and Parking Manager to reclassify an Accounting Specialist II, grade 12, to an Administrative Services Manager, grade 16, be approved.
(Note: This committee report was referred back to the HR Committee at the 7/19/22 BMA meeting).

- 10.** Report of the HR Committee recommending that the request from the HR Director to increase the labor grade for the Human Resources Analyst position from a 20 to a 21 be approved.
(Note: This committee report was referred back to the HR Committee at the 7/19/22 BMA meeting).
- 11.** Report of the HR Committee recommending that the request from the HR Director to increase the labor grade for the Compensation Manager position from a 20 to a 21 be approved.
(Note: This committee report was referred back to the HR Committee at the 7/19/22 BMA meeting).
- 12.** Report of the HR Committee recommending that the request from the Public Works Director to reclassify the Clerk of the Works, grade 17, to a Project Coordinator, grade 18, be approved.
(Note: This committee report was referred back to the HR Committee at the 7/19/22 BMA meeting).

Chairman Cavanaugh stated the rest of items are really associated with that so should we take them up individually.

City Clerk Normand responded it is up to the committee.

Chairman Cavanaugh stated I would suggest that items 4 through 12...let's give the new HR Director some time to review these. I have talked to other employees in departments and I don't want to be unrealistic with this. It is not going to be done in four or five weeks. It could be a little bit of a process because we have to do this right and I think it is important that we make sure we do it right.

Alderman Barry stated my concern is we have already prolonged these for quite some time. We already voted and came to an agreement in committee and it went to the full Board. Would it be my understanding that if the HR Director recommends approving these steps they would be retro? How long is this going to drag on before these people...I voted in favor of it last time and I am still in favor. I think it is important if we are going to do it. It is not fair to them that we are going to keep holding off and holding off. How long will that be?

Chairman Cavanaugh stated the problem is the ripple effects that you see in other departments if someone is jumping someone else's pay. It is easy to say for one position but when you look at how that affects all of the other departments and positions, it is a bigger issue and that is what we have to tackle in my opinion.

Alderman Barry asked do we know how long, Lisa, this may take.

Ms. Drabik stated I will have a better understanding of the system for the next HR meeting and will be able to answer that.

Alderman George-Kelly stated I think one of the biggest concerns when we look at these are the fiscal impact and making sure that the funding for these positions are

within the budgets already. I just want to make sure that with these grade changes in positions that that is the case and that these are all grade changes that you would at this point make a recommendation for.

Chairman Cavanaugh stated I would look for a motion to receive and file items 4 through 12.

Alderman Barry asked receive and file or table.

City Clerk Normand stated if the committee is just waiting for the next meeting then you can table these. If you are waiting for the study, you should receive and file.

Alderman George-Kelly asked is our goal to table these with the hope that we will have a better timeline at the next committee meeting because we can't table these until the study is over and we have another job grade scale in place.

Mayor Craig stated our new HR Director has been here for five days and I think that we need to give her time to really look at what is happening in the city and what these requests are. She will have more information at the next meeting. I don't know what that information will be. It could be to hold off on all of these until the study is done. It could be to move forward on some and not others. I think that you could table them for a month and see what the feedback is and then go from there.

Alderman Barry asked we can move to take them off the table at any time right.

City Clerk Normand responded yes.

*On motion of **Alderman Barry**, duly seconded by **Alderman George-Kelly**, it was voted to table items 4 through 12.*

*There being no further business, on motion of **Alderman Barry**, duly seconded by **Alderman George-Kelly**, it was voted to adjourn.*

A True Record. Attest.

A handwritten signature in black ink, appearing to read "Matthew Normand". The signature is fluid and cursive, with a long horizontal stroke at the end.

Clerk of Committee