

COMMITTEE ON HUMAN RESOURCES/INSURANCE

January 3, 2023 at 6:30 PM

In the absence of the Chairman, the Clerk called the meeting to order and asked for a motion to elect a Chairman Pro-Tem.

*On motion of **Alderman Burkush**, duly seconded by **Alderman Gamache**, it was voted to elect Alderman Barry as Chairman Pro-Tem.*

The Clerk called the roll.

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

Absent: Alderman Cavanaugh

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 the HR Director regarding a request from the Airport Director to add an Administrative Services Manager, grade 16, to his complement.

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

3. Communication from the HR Director regarding a request from the Police Chief to revise their Employee Incentives Day Policy by replacing the Perfect Attendance Incentive Day with an Enhanced Physical Fitness Incentive Day.

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

4. Communication from the HR Director regarding a request from the Planning & Community Development Director to create new classifications for four (4) existing positions in his complement with no grade or pay changes.

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

*There being no further business, on motion of **Alderman Barry**, duly seconded by **Alderman Burkush**, 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