

COMMITTEE ON HUMAN RESOURCES/INSURANCE

February 7, 2023 at 6:30 PM

Chairman Cavanaugh called the meeting to order.

The Clerk called the roll.

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

Messrs.: M. Quigley, 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 the HR Director regarding a request from Fred McNeill, Chief Engineer, to add the position of Wastewater Treatment Plant Chief Operator to the list of exempt employees who may receive overtime pay.

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

3. Communication from the HR Director regarding a request from Michael Quigley, OYS Director, to make the following changes to his complement:
 1. Remove one (1) vacant Youth Services Counselor position, grade 18, and replace with a newly created Youth Development Coach position; and
 2. Create a new Youth Services Manager position, grade 20

***Alderman George-Kelly** moved to approve. **Alderman Barry** duly seconded the motion.*

Alderman George-Kelly stated I know when you came on board you talked about developing a plan for the department as a whole. I am wondering if this move on a staffing level is part of a larger plan, and whether that plan will be coming forth to the Board to talk about the goals and objectives of the department as a whole.

Michael Quigley, OYS Director, stated that's a good question. I would say absolutely, yes. The change in position will allow us to offer more services and develop programming to expand the office to what we do outside of the schools. That is something from my work-force development background prior to this position that I was hoping to bring to the office.

Alderman George-Kelly stated great, thank you.

Chairman Cavanaugh stated Lisa if you could just touch base, too, to follow up on the same idea. The Youth Services Manager does exist now but it is not funded correct?

Lisa Drabik, Human Resources Director, answered that is correct. The reason we are bringing this particular position before the committee is so we can create the classification and then Mike is going to put it in his budget proposal for the next fiscal year so that if it is funded it will be there and available.

Chairman Cavanaugh stated that is good for the committee to know, just so we know to look out for it.

Alderman Barry asked the newly created Youth Development Coach, is that a pay grade 18.

Mr. Quigley responded yes.

Alderman Barry asked what they would be doing differently.

Mr. Quigley answered it would be less of a counselor position and more of a work-force development specialist. We would be looking at somebody who would be providing résumé classes, putting together a committee of employers to develop curriculum that would be best practices for preparing youth for the work-force specific to Manchester employer needs, and to develop programs in-house so we can provide training for young people for the work-force and for post-secondary education.

Alderman Barry stated I'm hoping that during the summer months when the kids are out of school we continue to work with them.

Mr. Quigley stated responded absolutely; we have a plan for summer programming.

Alderman George-Kelly stated in thinking about developing this sort of employment readiness, I would love to make sure you are partnering with My Turn who is doing a lot of that work in our community already so that we are not duplicating services but really spreading our wings to other young people that might not be connected to My Turn.

Mr. Quigley stated yes. I met with My Turn about this position prior to putting it forward to HR.

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

4. Communication from the HR Director regarding a request from Jean Fortier, Information Services Director, to change his complement by eliminating one (1) vacant Senior Applications Development Analyst, grade 21, and adding a newly created Geographic Information Systems Administrator position, grade 21.

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

TABLED ITEM

5. Communication from Allen Aldenberg, Police Chief, requesting authorization to enter into "side bar" negotiations with MPPA and MAPS regarding availability pay.
(Note: Tabled on 11/1 pending further information from the Police Chief; see attached.)

This item remained on the table.

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