
COMMITTEE ON HUMAN RESOURCES/INSURANCE

April 4, 2023 at 6:00 PM

Chairman Cavanaugh called the meeting to order.

The Clerk called the roll.

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

Messrs.: 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 the creation of a new department, Homelessness Initiatives, and recommending the following:
 - Adoption of an ordinance creating the new Department of Homelessness Initiatives; **Note: Currently under review in the Committee on Administration/Information Systems.**
 - Adoption of the revised class specification for the Director of Homelessness Initiatives, grade 28;
 - Confirmation of the Mayor's nomination of Adrienne Beloin as the department head; and
 - Adoption of a new classification of Project Assistant, grade 13, to be added to the complement of the new department.

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

Alderman Burkush stated there was some discussion last night about whether the director was going to be getting a pay raise when she became a department head. Can you explain that please?

Lisa Drabik, HR Director, answered it is contemplated that this move would be made without any change in pay. She will essentially be doing the same role that she has been doing, just in a department head capacity. I know that I am new to the city as well but when we started the recruitment for this position, it was explained to me that what we would be doing was recruiting someone called the Director of Homelessness Initiatives at a grade 28 and that the plan all along was to eventually make it its own department but because of the timing and bringing someone new on, they thought they would leave it under the Fire Department until we got this person ready to go. The reason we brought this forward, and it is part of the Mayor's budget, is this is the time to enact that if you will and bring it to fruition but there would be no change in pay. It would be the same grade and the same step and she would proceed along the grade as she normally would.

Alderman Burkush stated the other thing was in reviewing her specific duties, would you recommend that she be a department head.

Ms. Drabik replied I would; yes. As I said, it was explained to me that the original intent behind this position was that it would be at a department head level but it had not yet been brought to fruition as I understand it. When the position was created prior to Adrienne, it was done very quickly and this was the way to do it quickly without going through the process of creating a department. It is my understanding that the nature of the things that Adrienne needs to be doing in terms of working collaboratively with other department heads at the same level and being a department head to the outside facing entities that she deals with as well that this really should be a department head position.

Alderman Barry stated Lisa I know that you are saying there is not going to be any change to the salary for Adrienne but what about the staff.

Ms. Drabik responded what we would like to do is add, and it is in your packet, a Project Assistant position. This would be someone to assist Adrienne as well as the Director of Overdose Prevention who is currently housed at the Health Department. We would use 50/50 funding from ARPA and the Opioid fund. Those two positions work very cooperatively together with regard to tackling this issue. They have to appear at a number of meetings and be on a number of committees not only in the city but also in the state so we really need someone who can be sort of the hub to marry up these efforts and be the person behind-the-scenes scheduling things and putting out information and that sort of thing. It would be Adrienne, a Project Assistant and the contemplation is that once the grant funding comes to an end under the CDC for the Director of Overdose Prevention, which is how he is currently funded, we would then likely move that position into the Department of Homeless Initiatives as we continue to build our efforts in this area.

Alderman Barry asked how much money are we talking about for the assistant and also would the assistant be paid under the funding that is being used right now through 2026.

Ms. Drabik answered correct. The assistant would be split 50/50 between ARPA funding and the Opioid Settlement fund because that person would be assisting those two roles if you will. It is coming in at a grade 13. I think we budgeted somewhere in the neighborhood of \$43,000 for salary. It is not an expensive position relative to others.

Alderman George-Kelly stated I just want to clarify. This position of the Project Assistant is already in the Mayor's budget that she proposed correct?

Ms. Drabik responded that is correct.

Alderman George-Kelly asked so it is not new funding or additional funding to the Mayor's budget.

Ms. Drabik answered correct.

Alderman Barry stated in my opinion, this is premature. Adrienne has only been here for four months and to create a department after only four months of being with the city...I would honestly like to hear from her. I would like her to come to our meetings and let us know what is going on. For four months she has had the opportunity to come forward and speak with the aldermen whether it be in a committee meeting or the full Board to let us know what is going on and what she has been doing and what she has accomplished and how many people she has gotten off the street. My hope is that we can get some of these people out of being homeless and into homes if they are available. We all know that a lot of them are suffering from mental illness and/or opioid or alcohol problems. My goal is to actually get them into treatment to detox. That is what I want to hear and I haven't heard anything.

Alderman George-Kelly stated I just think that it is worth noting that the conversation about making the Homeless Initiatives Department started before Adrienne was even hired. This is a conversation that is separate and apart from Adrienne as a person and Adrienne as a director. It really is to showcase the fact that this is a priority need in our community and the number one issue that is brought up by city departments and community members alike and that in order to really be able to give it the attention it deserves, there needs to be a department focusing on this and if we look across the country at best practice in any community that has any success in combating the issue of literal and chronic homelessness, they have created departments that are focused on this. So we really are modeling this after best practice that has taken place in other communities so I don't see why it has anything to do with Adrienne as an individual. It really is about creating the department because it is in the best interest of the community.

Alderman Barry stated when we are paying someone \$97,000/year to come up with a solution to a problem that we are all facing and she has been in that position for four months, I think she owes it to us to come here and let us know how she is progressing and how the city is progressing regarding the homeless issue.

Chairman Cavanaugh stated I understand what you are saying Alderman Barry but we hired Lisa from outside of the city as a department head and the OYS Director we hired from outside. They are both very competent and the same goes for Adrienne. I think we should treat all of these department heads the same. I think we did make a mistake not shoring up the past director. We all talked about it and I think this is a great step to take. We can show the state that we are leading. Alderman George-Kelly is right. We hear about this all the time. I did come to the meeting last night and there were some questions about the size and creating another department. We control that. Any director is going to have to come here and say I need 10 more people and it is up to us to say yes or not to that. I think it is a priority and a great plan and I think again it is something to show the state that Manchester again is taking the lead.

Chairman Cavanaugh called for a vote. The motion carried with Alderman Barry being duly recorded in opposition.

3. Communication from Anna Thomas, Public Health Director, regarding a reorganization of the Health Department and recommending the following:
- Bring the Senior Center under the newly created Healthy Aging Branch of the Health Department; **Note: Currently under review in the Committee on Administration/Information Systems.**
 - Add one(1) Healthy Aging Specialist, grade 18, position to their complement and adopt the newly created class specification;
 - Add one (1) Building Maintenance Technician, grade 15;
 - Add one (1) part-time Financial Analyst, grade 19;
 - Add one (1) Public Health Administrator, grade 24;
 - Fund one (1) Public Health Specialist II, grade 20, with 50% city funds and 50% ARPA funds;
 - Allocate city funds to cover the cost of 50% of an existing full-time Administrative Assistant, grade 13, due to grant funding coming to an end;
 - Eliminate three (3) Community Health Workers, grade 15, ARPA funded positions; and
 - Move 80% of the cost of an existing Community Health Nurse position, grade 20, into ARPA funding due to grant funding coming to an end.

Alderman Barry asked what is going to be the status of the employees that are at the Senior Center right now.

Ms. Drabik answered there will be no change to their daily routine. The only thing that will change is that they will officially be part of the Healthy Aging Branch of the Health Department and they will report to someone in the Health Department. Right now, because there has been no Senior Services Director, the Senior Center Manager technically reports to me.

Alderman Barry asked is their salary going to remain the same.

Ms. Drabik answered yes everything will remain the same.

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

4. Communication from Owen Friend-Gray, Deputy Public Works Director, requesting the following changes to their complement:
- Eliminate one (1) vacant Accounting Specialist II, grade 12, and replace with one (1) Accounting Technician, grade 14; and
 - Eliminate one (1) vacant Timekeeper, grade 12, position and replace with one (1) Administrative Assistant III, grade 14.

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

5. Communication from Ryan Cashin, Fire Chief, requesting the following changes to their complement:
- Amend the class specification for the Fire Training Officer to that of Training Coordinator;
 - Amend the class specification for Firefighter to specify that a Class B CDL with air brake endorsement be obtained within two years of hire date; and
 - Eliminate the Investigation and Compliance Specialist, grade 17, and replace with a newly created NET Team Coordinator, grade 17, and adopt the new class specification.

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

6. Communication from Chris Goodnow, Parking Manager, regarding reorganization of the Parking Division and recommending the following:
- Adopt new classifications for Downtown Maintenance Worker I, grade 10, and Downtown Maintenance Worker II, grade 12;
 - Eliminate the Parking Maintenance Worker, grade 10, positions and replace with the newly created Downtown Maintenance Worker I (one full-time and one part-time);
 - Add one (1) additional full-time and two (2) additional part-time Downtown Maintenance Worker I, grade 10, positions to their complement to be funded with CBSD funds;
 - Add one (1) full-time Downtown Maintenance Worker II, grade 12;
 - Add one(1) part-time Customer Service Representative I, grade 11, position;
 - Fund one (1) unfunded Parking Control Officer, grade 12.

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

Alderman Barry asked Lisa what are the pay increases and what is it going to do to their budget.

Ms. Drabik answered essentially what we are doing here is changing the current Parking Maintenance Worker classification to a Downtown Maintenance Worker which will allow us to broaden the scope of what they are doing. In addition to servicing the parking garage and parking lots, we will now be able to have them do downtown maintenance as well as beautification and that sort of thing. Those are going to remain the same grade. We are upgrading one position because we are trying to get a crew of six people altogether – three full-time and three part-time but we kind of need someone to oversee their work. We are upgrading one position to a Downtown Maintenance Worker II and that is going from a grade 10 to a grade 12. That is the only increase. As far as funding one unfunded Parking Control Officer, that is just putting it back in the funding category. The add would be the Customer Service Rep I part-time. All of these changes are in the Mayor's budget.

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

TABLED ITEMS

7. 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 George-Kelly**, it was voted to approve.*

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