

COMMITTEE ON HUMAN RESOURCES/INSURANCE

January 7, 2025 at 6:00 PM

Chairman E. Sapienza called the meeting to order.

The Clerk called the roll.

Present: Aldermen E. Sapienza, Kantor, Vincent, T. Sapienza, Burkush

Messrs.: J. Nazaka

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
2. Communication from the HR Director regarding the issuance of an RFP for Benefits Broker Services in early January 2025.
3. Communication from Jodie Nazaka, Economic Development Director, requesting the following changes to the department's complement:
 - Add one (1) Economic Development Project Coordinator position, grade 17
 - Adopt the newly created job classification for the Economic Development Project Coordinator position

Chairman E. Sapienza asked what exactly are we doing here. We are adding a new position? To me, it sounds redundant but maybe I don't understand. You are the Economic Development Director and we are adding a position of Economic Development Project Coordinator. Isn't that what we do already?

Jodie Nazaka, Economic Development Director, stated the job title is Project Coordinator. We went with that job title to keep it very broad. The role of this position is going to be doing a whole host of job duties such as marketing, communications, special projects, and handling some of the downtown CBSD special projects. It is kind of an all-encompassing role. We figured Project Coordinator would be the best title for that and we came up with that working with the HR Director.

Chairman E. Sapienza asked is this something that is within your current budget.

Ms. Nazaka stated yes. It was approved in the FY25 budget to be funded starting January 1, 2025. We just started going through the process to get that job description ready towards the end of the year.

Alderman Burkush stated as we worked on the budget and we pushed it off in order to save costs. We pushed it to the middle of the fiscal year and we had assurances that this position would basically pay for itself through all of the impact on economic development.

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

4. Communication from Phil Croasdale, Water Works Director, requesting the following changes to the department's complement:
- Add one (1) Financial Analyst I position, grade 19
 - Un-fund one (1) Accountant I position, grade 16

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

TABLED ITEM

5. Communication from the Manchester Employee's Contributory Retirement System regarding proposed changes to be introduced during the 2025 NH Legislative Session.

*On motion of **Alderman Vincent**, duly seconded by **Alderman Burkush**, it was voted to remove this item from the table.*

*On motion of **Alderman Vincent**, duly seconded by **Alderman Kantor**, it was voted to receive and file.*

*There being no further business, on motion of **Alderman Vincent**, duly seconded by **Alderman T. Sapienza**, it was voted to adjourn.*

A True Record. Attest.



Clerk of Committee