

COMMITTEE ON HUMAN RESOURCES/INSURANCE

January 18, 2022 at 5:45 PM

Chairman Cavanaugh called the meeting to order.

The Clerk called the roll.

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

Absent: Alderman Sharonov

Messrs.: K. Ferguson

1. HR Reports submitted by Kathleen Ferguson, Human Resources Director:

- Position Summary Report
- Summary of Arbitrations/Grievances
- Vacancy Requisition Requests and Approvals
- Sapphire SmartShopper Report

(Note: Provided for informational purposes only; no action is required.)

2. Communication from the Human Resources Director providing the committee with an update on the Employee Assistance Program RFP process.

(Note: Provided for informational purposes only; no action is required.)

Chairman Cavanaugh stated Ms. Ferguson I know we talked about it and I did sit in on some of the presentations. I thought they were very good. I thought the pick you made was right on. I did send you an email about trying to set up a presentation for the department heads. I would like to see a presentation done for the department heads and presidents of the unions because we need buy in. Did that go forward?

Kathleen Ferguson, HR Director, answered ComPsych is the company we are going to be contracting with to update you further because there was a little lag between what is on your agenda and where we are now. We have an account representative that we already had an initial meeting with and they are going to work on getting some custom brochures with us so we have our Manchester SPIRIT logo and they are also going to work on some dates where we can sit down with the department heads, as well as union representatives. The account representative will be able to answer any questions and explain the program. We will make sure that all of the department heads and union representatives are invited.

Chairman Cavanaugh asked do you know if that will be before they come on board.

Ms. Ferguson answered they start on February 1 so it will probably be after. They are currently working on marketing materials for us. She wants me to send her some dates so I need to make sure that I have a first and second choice on dates when I invite the department heads and union representatives.

Chairman Cavanaugh stated my point is that it was a good presentation and some of the concerns I had were squashed once I saw it. If we could, that would be great but if

not I will understand. I guess we will talk about the contract more when we get to it but I think it is important to get the department heads to see the presentation and get the buy in.

Ms. Ferguson stated we will do that and we will use Zoom or GoTo Meeting or something so they can all log in and watch the presentation. I will try to set that up in the next week or so. It is a short week and I don't know how busy the department heads are but if not this week we will do it next week. She already knows that our plan is for them to do another presentation.

3. Communication from Kevin Sheppard, Public Works Director, requesting the addition of one (1) Parks Projects Manager, grade 20, to the Parks, Recreation, and Cemetery Division of Public Works.

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

*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