

COMMITTEE ON HUMAN RESOURCES/INSURANCE

May 3, 2022 at 6:30 PM

Chairman Cavanaugh called the meeting to order.

The Clerk calls the roll.

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

Messrs.: K. Ferguson, Alderman Long

1. HR Reports submitted by Kathleen Ferguson, 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 Open Enrollment process for the upcoming year.

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

3. Communication from the HR Director requesting an ordinance amendment to Chapter 33: Military Service to include employees who have not passed probation.

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

4. Communication from the HR Director requesting adoption of the Human Resources Social Media Policy.

Matthew Normand, City Clerk, stated I believe the HR Director has requested that this item be tabled.

Chairman Cavanaugh stated I know that IT is also coming forward with a social media policy and I would like to refer this one to the Committee on Administration and have both department heads work together to create one policy instead of two different departments having a policy.

Kathleen Ferguson, HR Director, stated we did work with Information Systems in developing the two so it covers the full scope of the social media policy because there are so many computer aspects to it but also employee relations aspects to it. Together we worked to make sure there were two policies that covered everything as far as a social media policy.

Chairman Cavanaugh responded I think we should just combine everything into one and not have one from HR and one from IT. I would rather see you work together on one policy.

Ms. Ferguson stated I am not sure we can do that because Information Systems has already submitted...on the social media policy from HR, we have a slight change so I was asking that it be tabled. I can work with IT and we can incorporate everything into one policy if that is what you want.

Chairman Cavanaugh stated well whatever the committee wants to do but I think if we table this it will just sit in this committee and if the IT policy is coming forward I would like to send this to that committee so they can work on them together.

City Clerk Normand stated there was a social media policy that was submitted by IT for the Committee on Administration's next meeting. So your point is that you want to have one social media policy?

Chairman Cavanaugh responded yes to have one and combine the two departments together. They can each have their own ideas but we should come up with one policy.

City Clerk Normand stated the technical change that Kathy is asking for can be made in that committee.

Ms. Ferguson asked so you would take it out of the committee that it is in right now. IT is a step ahead of us because we haven't submitted our policy yet.

City Clerk Normand responded well your policy is on this agenda.

Ms. Ferguson replied it is but I am requesting to withdraw it at this time because we found some wording that we want to change.

City Clerk Normand stated the Committee on Administration will meet on May 17. I think what Alderman Cavanaugh is explaining is that if the committee desires he would refer this to the Committee on Administration. You can make your changes in the interim and have one policy on the Committee on Administration that incorporates both policies.

*On motion of **Alderman Barry**, duly seconded by Alderman **Burkush**, it was voted to refer the social media policy to the Committee on Administration to be combined with the policy that IT will be submitting.*

5. Communication from the HR Director recommending reclassification of the Senior Services Specialist II, grade 14, to a Senior Center Manager, grade 18, effective July 1, 2022.

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

6. Communication from the HR Director requesting an update to the class specifications for the Senior Services Specialist I and II positions to more accurately reflect their duties and responsibilities.

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

TABLED ITEM

7. Proposed Resolution from Alderman Long supporting a minimum wage of \$15.00 per hour for City employees.
(Note: Tabled on 3/1/22.)

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

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

Alderman George-Kelly stated one of the reasons we are talking about removing it right now is because there is a thought that if we change it now for the rest of the year it is just a small amount of money but if we are thinking about doing...it is not like we can change somebody's wage to \$15/hour and then decrease it again at the beginning of the fiscal year. If we are making the change it has to be permanent and long-term.

Alderman Long stated it is. This would be for full-time employees only and they would be redlined. They don't go back to the normal step process until their next step is more than \$15/hour. I know that three and a half months ago the cost was \$9,400 so I assume it is in the \$4,600 range right now. I believe the departments have that money in their budgets. I believe we are only talking about nine full-time employees who were making under \$15/hour. It is minimal cost.

Alderman George-Kelly stated I think it is also important to note and make sure it gets on public record that this doesn't affect school district employees because many of the calls and emails we are getting from the public have been requesting this to apply to school district employees. I think it is important to note that it doesn't.

Chairman Cavanaugh stated that is a great point. So Alderman Long, if someone is making \$11.50 right now they are going to be elevated to \$15 and keep their steps and longevity whatever that is until it gets to the \$15 and then they will get increased beyond that correct?

Alderman Long answered yes that is correct.

Chairman Cavanaugh stated that is a great point because all of the emails I am getting are about the school district and hopefully the Board of School Committee will follow suit.

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

*There being no further business, on motion of **Alderman George-Kelly**, 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