

~ Please Note – Agendas are subject to change ~

CITY OF NORWICH

PERSONNEL/FINANCE COMMITTEE MEETING

January 31, 2017

6:30 PM

AGENDA

Call to Order

DPW:

1. Review staffing recommendations from Superintendent Carl Ivarson and establish timeframes for execution.
2. Review AWWA Survey (if available) and NYCOM Survey, and other wage data.
3. Begin discussion regarding software for DPW – tracking equipment, repairs, etc.

HUMAN RESOURCES:

1. Personnel Policies:
 - a. Review City personnel policies and create list of written policies and unwritten policies.
 - b. Review SOP policies from Department Heads.
 - c. Are employment policies, SOP's employee manuals and collective bargaining agreements consistent?
 - d. Establish timeline for the creation and adoption of any required policies that are currently not in writing.
2. Establish sub-committee of the Joint Committees to begin researching Department Head manual (2 members plus Mayor)?
3. Review proposed Department Head Performance Review form and Annual Goals worksheet.
4. Establish list of all Non-Unit positions paid from non-unit compensation schedule with corresponding pay grade.
5. Discussion/recommendation to Joint Committees to hire Roy Kotary to represent the City of Norwich for all union negotiations with bargaining units with CBA's expiring 12/31/2017 (CSEA Administrative Unit, CSEA DPW Unit, Firefighter Unit).

FINANCE:

1. Update on feedback from existing customers of Edmunds and Associates; what are next steps?
2. Existing organizational chart, discussion of proposed restructuring:
 - a. How will prospective software offer production efficiencies to current staff level?

- b. What processes can be enhanced/modified/eliminated?
 - c. Innovative ways to become more efficient overall
- 3. Begin review of positions within the department (goes along with item 2) including:
 - a. Consolidating positions/titles: City Chamberlain/City Clerk; Deputy City Chamberlain/Deputy City Clerk
 - b. Analysis of tasks not receiving adequate priority
 - c. Updating job descriptions
 - d. Desk audits for all positions (?)
 - e. Create timeline for project completion to this point.

FIRE DEPARTMENT:

- 1. Update on legality of hiring on a provisional basis considering existing Civil Service Eligible List – discussion to follow pending results.
- 2. Fire Assistants – temporarily increase hours?
- 3. ALS & BLS qualifications, rates of pay, Civil Service exams.

Any Other Business

Executive Session - To discuss labor relations

Adjournment