

Personnel Review Board
Meeting Minutes
September 21, 2023

Present: Rik Wells, Chairman
Krum Chuchev
Talivaldis Maidelis
Kathleen Mullen-Kohl
Absent: Stephane Browder

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WATERFORD, CT
2023 SEP 25 P 12:42
ATTEST: *Stephane Browder*
TOWN CLERK

Also Present: Dani Gorman, Human Services Administrator; Naomi Mendelovicz, resident; Christine Walters, Director of Human Resources

Chairman Wells called the September 21, 2023 Personnel Review Board Meeting to order at 6:00pm.

1. **Review and approval of the Meeting Minutes of July 20, 2023**

MOTION: Mr. Maidelis made a Motion to approve the July 20, 2023 Meeting Minutes of the Personnel Review Board. Seconded by Ms. Mullen-Kohl. (4-0) Unanimous.

2. **Public Comment**

None.

3. **Job Description: Emergency Management Director - Emergency Management**

Ms. Walters spoke on behalf of this job description, informing the Board that a Memorandum of Understanding was signed on September 8, 2023 by the First Selectman, the GGA President and the 'Emergency Management Administrative Officer' memorializing that effective September 10, 2023 this position will cease being part of the General Government Administrators (GGA) bargaining unit and will move to the Non-Union Management Professional Wage Schedule. This position, now titled Emergency Management Director, has evolved over the years with additional responsibilities and is more in line with a department head position; the position no longer reports to the Chief of Police and First Selectman and now reports exclusively to the First Selectman; revisions to this job description reflect these changes; discussion took place on adding the word 'preferred' to the color vision requirement, placement on the NUMP wage scale, clerical changes to the Education & Training requirements and amending the required 'Associates Degree' to a required 'Bachelor's Degree'.

MOTION: Mr. Maidelis made a Motion to approve the Emergency Management Director job description on the Non-Union Management Professional Wage Schedule, at the MP-4 classification, with the clerical amendments recommended by the Board. Seconded by Mr. Chuchev. (4-0) Unanimous.

4. **Job Description: Human Services Coordinator – Youth & Family Services & Senior Services**

Ms. Walters stated this temporary, 24-month position was a position funded by the American Rescue Plan Act and is now funded in the FY24 budget; effective October 1, 2023 this position will become a permanent position in the General Government Administrators (GGA) bargaining unit at the MP-B classification; Dani Gorman, Human Services Administrator, spoke on how this position has evolved since its inception and these revisions to the job description reflect these changes; this position deals directly with individuals and families providing programs to improve overall community wellness as well as outreach and referral services; in the absence of the Human Services Administrator, this position oversees the Youth & Family Services Division.

MOTION: Ms. Mullen-Kohl made a Motion to approve the Human Services Coordinator job description on the GGA Classification Schedule, at the MP-B classification. Seconded by Mr. Chuchev. (4-0) Unanimous.

MOTION: Mr. Maidelis made a Motion to adjourn the Personnel Review Board Meeting of September 21, 2023 at 6:26pm. Seconded by Mr. Chuchev. (4-0) Unanimous.

Respectfully Submitted,

A handwritten signature in blue ink that reads "Joan S. Barnes". The signature is written in a cursive style with a large initial "J".

Joan S. Barnes
Recording Secretary