

*Robert J. Paek*

2021 APR 30 P 1:35

MICROSOFT "TEAMS"  
PERSONNEL AND PENSIONS SUBCOMMITTEE

TOWN CLERK  
EAST HARTFORD

APRIL 29, 2021

PRESENT Awet Tsegai, Chair, Councillors Connor Martin and John Morrison

ALSO Marcia Leclerc, Mayor  
PRESENT Theresa Buchanan, Human Resources Director  
Linda Trzetzak, Finance Director  
Gregg Grew, Inspections & Permits Director

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:39 pm.

APPROVAL OF MINUTES

January 26, 2021 Meeting

MOTION By Connor Martin  
seconded by John Morrison  
to **approve** the minutes of the January 26, 2021 Personnel & Pensions  
Subcommittee meeting.  
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

Gary McKeone, President of Local 818, and Alan Tarbell, Vice President of Local 818, believes that the job description for the Deputy Finance Director should be a position within the union.

NEW BUSINESS

New Job Descriptions:

Blight Inspector

Mayor Leclerc indicated that the part time position of Blight Inspector was approved by the Council and included in last year's budget. Gregg Grew, Director of Inspections & Permits, addressed the Committee on the need for flexibility with the hours that the blight inspectors will work. Their schedules will be primarily weekends and evening hours. The position will not entail interaction between the homeowner and the blight inspector, but rather documentation of property maintenance violations.

Deputy Finance Director

Theresa Buchanan, Human Resources Director, explained that this position comes from the need to handle, not only the accounting aspects of the Finance department, but to oversee the Assessor's and Tax Collector's offices. Mayor Leclerc indicated that the Finance department has been inundated with the added responsibilities of gathering and reporting information from natural

disasters and medical issues (Storm Alfred, Storm Isaias, Covid-19, etc.) which is extremely important when anticipating reimbursement of expenses. The new position will serve as a "back-up" to the Finance Director.

MOTION        By Connor Martin  
                     seconded by John Morrison  
                     to **recommend** that the Town Council approve the new job description entitled  
                     "Deputy Finance Director" with an annual salary range of \$90,000 to \$120,000.  
                     Motion carried 3/0.

#### Chief Information Security Officer

Theresa Buchanan, Human Resources Director, stressed the need to employ someone who would work exclusively on keeping East Hartford's information secure and confidential. Roberta Pratt, Chief Information Officer, explained the details of this new position and the intricacies of safeguarding data.

MOTION        By Connor Martin  
                     seconded by John Morrison  
                     to **recommend** that the Town Council approve the new job description entitled  
                     "Chief Information Security Officer", with an annual salary range of \$90,000 to  
                     \$120,000.  
                     Motion carried 3/0.

#### Part-time Blight Inspector

MOTION        By Connor Martin  
                     seconded by John Morrison  
                     to **recommend** that the Town Council approve the new job description entitled  
                     "Blight Inspector", with an hourly rate of \$20.00.  
                     Motion carried 3/0.

#### ADJOURNMENT

MOTION        By Connor Martin  
                     seconded by John Morrison  
                     to **adjourn** (6:37 p.m.)  
                     Motion carried 3/0.

C:        Town Council  
             Mayor Leclerc  
             Theresa Buchanan, Human Resources Director  
             Linda Trzetzak, Finance Director  
             Gregg Grew, Inspections & Permits Director