

Robert J. Pratt

TOWN COUNCIL MAJORITY OFFICE/MICROSOFT "TEAMS"

PERSONNEL AND PENSIONS SUBCOMMITTEE

2021 SEP 28 AM 9:14

SEPTEMBER 23, 2021

TOWN CLERK
EAST HARTFORD

PRESENT Awet Tsegai, Chair, Councillors Connor Martin (in person) and John
via Teams Morrison

ALSO

PRESENT Theresa Buchanan, Human Resources Director
via Teams Roberta Pratt, Chief Information Officer

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:31 pm.

APPROVAL OF MINUTES

August 17, 2021 Meeting

MOTION By Connor Martin
seconded by John Morrison
to **approve** the minutes of the August 17, 2021 Personnel & Pensions
Subcommittee meeting.
Motion carried 3/0.

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

NEW BUSINESS

Information Technology Manager- Revised Job Description

Theresa Buchanan, Human Resources Director, gave the Committee a brief history of the Information Technology Manager position. Roberta Pratt, Chief Information Officer, described the changes to the current job description as compared to the proposed job description that was referred to this Committee at the September 8th Town Council meeting. The Committee members had questions on the job description, which were already addressed by both Ms. Buchanan and Ms. Pratt.

MOTION By Connor Martin
seconded by John Morrison
to **recommend** to the Town Council to approve the revised job description
entitled "Information Technology Manager" as outlined and attached to an

Motion carried 3/0.

Recycling Inspector – New Job description

Human Resources Director Theresa Buchanan gave the Committee a brief summary of this new job description. Ms. Buchanan indicated that the town had decided to change the title of this new position to Solid Waste Official. This position is part of a collective bargaining agreement (CSEA Local 2001) and as such, it must be vetted through the union process. The committee members decided to call another meeting at the beginning of October in order to give the union more time to review and approve the new job description.

MOTION By Connor Martin
seconded by John Morrison
to table this matter until the next Personnel & Pensions meeting in early
October.
Motion carried 3/0.

ADJOURNMENT

MOTION By Connor Martin
seconded by John Morrison
to **adjourn** (6:00 p.m.)
Motion carried 3/0.

C: Town Council
Mayor Leclerc
Theresa Buchanan, Human Resources Director
Roberta Pratt, Chief Information Officer