

Personnel Review Board Minutes

December 5, 2016

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WATERBURY, CT

16 DEC -7 PM 1:45

TEST: *Edward L. Cangelosi*  
TOWN CLERK

Present: Rik Wells, Chairman  
Stephen J. Negri  
Cheryl Larder  
Brigitte Shinault

Absent: Edward Murphy

Also Present: Daniel Steward, First Selectman  
Joyce Sauchuk, Human Resources Director  
Robert A. Avena of Avena & Kepple, LLC  
Ellen Fougere, Assistant Director of Senior Services  
Maryann Stevens, Finance Director  
Kerry Sullivan  
Sheila Cash  
Chris Gigliotti  
Donna Payne  
Joyce Vlaun  
Marguirita and Norm Glidden  
Dani Gorman, Youth Services Director  
Carol Sanders, Chair of Senior Services  
Scott Soares  
Susan Gardiner

1. **Call to Order.**

Chairman Wells called the December 5, 2016 Personnel Review Board Regular Meeting to order at 6:30 PM.

2. **Review and Approval of Minutes of the Regular Meeting November 21, 2016.**

Mr. Wells asked for additions, deletions or corrections to the Personnel Review Board Regular Meeting Minutes of November 21, 2016.

**MOTION: Mr. Negri made a motion to approve the November 21, 2016 Regular Meeting Minutes of the Personnel Review Board, as presented. Seconded by Ms. Shinault. (4-0) Unanimous**

3. **New Job Description/Position--Human Services Director.**

First Selectman Steward made the following statements "I introduced the idea of having a Human Services Director position to oversee both Senior Services and Youth Services, because there are many similarities in what they do. I had several meetings with Ms. Ritchie and the Senior Services Commission to discuss this position and how it may work. I received no negative response at either of these meetings. I met with Ms. Gorman of Youth Services to discuss my

plan, as well as the Chair of Youth Services. In both cases, there was no major opposition to the changes at that time."

"We discussed the potential changes with the Town Attorney Rob Avena, the Human Resources Attorney Eileen Duggan, the Director of Finance and the Director of Human Resources to understand the process and be sure we were not in violation of any statutes and ordinances."

"The request was sent to the Personnel Review Board and posted on their November 21 Agenda. I was very disappointed that the Chair of Youth Services sent a letter to the Personnel Review Board without a copy to my office. The Chair of the Senior Services Commission stated that the Senior Citizens Commission were also not supportive of any change without a courtesy call to my office."

"As First Selectman I do have the ability granted by our Charter to reorganize departments to better serve our community. Volunteer committees do not have the power to hire and fire. Out of respect I met and had discussions with both commissions. I believe we have duplicative services in these two departments and others. I have been given direction by the public, RTM and Board of Finance that we need to look for areas to consolidate to provide the same level of service without increasing the tax burden."

"I have instructed the Human Services Director to post for the position of Senior Services Director, and I intend to continue to look towards reorganizing and/or consolidating departments, with the help of the Board of Selectmen."

Robert Avena stated he reviewed the Charter and Ordinances to see if there was any conflict between them and Mr. Steward's proposed new position. Under Section 4.4 of the Charter, there is no reference to particular staffing by the Senior Citizens Commission. Section 2.72.070 states the Senior Citizens Commission must work within the framework of the town's hiring policies as directed by the Human Resources Director on behalf of the First Selectman. Mr. Wells asked if there has been any precedent? Mr. Avena replied the Fire Commission had challenged whether or not they can hire or fire.

The Youth Services Bureau, Ordinance Section 2.96, outlines personnel under 2.96.040 which states that the bureau shall be composed of a full time Youth Services Director and such other personnel as required.

Mr. Wells asked if there were any comments from the floor, and there were none.

**MOTION:** Ms. Shinault made a motion to adjourn the  
Personnel Review Board Meeting of  
December 5, 2016 at 7:00 p.m.  
Seconded by Mr. Negri. (4-0) Unanimous

Respectfully submitted,

Frances Gheri, Recording Secretary

## PRB Meeting

I would like to review where we have been on this issue and some of the interactions that have occurred. I introduced the idea of having a Director's position to oversee both senior services and Youth services since there are many similarities in what they do. The introduction consisted of several meetings with Sally to review how or if this could work and what we should expect. I also met with the Senior Services Commission to discuss the possibilities that this position could entail and how it might work out. I would also tell you that there was not a negative response from either meeting at that time. Shortly after that I met with Dani (Youth Services Director) to inform her of my plan to move this forward via the PRB process. There was a good deal of discussion and information flowed both ways. I also spoke to the chair of Youth Services and advised her of my suggestions and why we were moving this way. In both cases there was no major opposition to the changes at that time.

We also discussed the potential changes with the Town Attorney (Rob Avena), the Human Resources Attorney (Eileen Duggan), the Director of Finance and the Director of Human Resources to understand the process and to be sure we were not in violation of any statutes or ordinances.

It was brought to my attention that there were many background discussions going on in regards to this issue. It was discussed at a Youth Services Advisory Committee meeting with several attendees from other departments with highly charged negative comments. I was very surprised that the concerns discussed were not brought to my attention.

The request was sent to PRB and posted on their November 21 agenda to introduce the concept and the new job description. I was very disappointed to hear that the Chairperson of Youth services had sent a letter to the PRB without a copy to my office. This was followed by comments from the chair of the Senior Services Commission that they were also not supportive of any change again with no fore warning or courtesy call to my office.

It is very important to note that as the First Selectman, I do have the ability granted by our charter to re organize departments to better serve our community. Our volunteer committees do not have the power to hire and fire as they seem to think they do. I was surprised to hear a comment made at the PRB meeting that if I am told by two commissions no- that I don't have the authority to move forward. That is not the case.

Although it is not required that I seek approval from either commission, out of respect, I met and had discussions with both. I still believe that we have duplicative services in the two departments and others. I have also been given direction by the public , RTM and Board of Finance that we cannot continue to do business as usual. We need to look for areas to consolidate in order to provide the same level of service without increasing the tax burden.

In the interest of the Town of Waterford, I will not be moving this job description forward at this time. I will not be seeking a change to the current job description for the Senior Services Director. Therefore, no action needs to be taken by the Board. I have instructed the Human Resources Department to post for the position of Senior Services Director ASAP. I intend to continue to look towards a potential reorganization and/or consolidation of departments, with the help of the BOS, BOF and RTM.

I would like to Thank you all for your time and working within very busy schedules to discuss this matter. I would also like to Thank Sally Ritchie for her years of service with the organization. She will be greatly missed.

Dan Steward

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From: Robert Avena [ravena@avenakeppelaw.com]  
Sent: Friday, November 18, 2016 2:44 PM  
To: Dan Steward; Joyce Sauchuk  
Cc: Lisa Pillmear  
Subject: Human Services Director/ Senior Citizen Commission /Youth Services Bureau

Dear Dan: You have asked our opinion regarding the request to the town personnel board to create a new Human Services Director position and the proposal's relationship to the existing charter and ordinance provisions for the Senior Citizens Commission and the Youth Services Bureau. We have reviewed the relevant Charter and Ordinances and see no conflict between them and your proposed new position. Under Section 4.4 of the Charter, the Senior Citizens Commission is created, but there is no reference to particular staffing of the Commission. Under section 2.72 of the Ordinances, pursuant to the Charter, additional terms of the Commission are specified, including section 2.72.070, entitled Authority to employ necessary staff, does not list specific personnel to be employed, and must work within the framework of the town's hiring policies as directed by the human resources director on behalf of the first selectman. The Youth Services Bureau, Ordinance section 2.96, outlines personnel under 2.96.040, which states that the bureau shall be "composed of a full time youth services director and such other personnel as required", and it is my understanding that the youth services director position will continue to be staffed under this proposal. If you have further questions, please let me know, Rob Avena, Esq.

Robert A. Avena, Esquire  
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