



City of Middletown

OFFICE OF THE GENERAL COUNSEL
245 deKoven Drive
Middletown, CT 06457-1300
TEL: (860) 638-4820 FAX: (860) 638-1920
TDD: (860) 344-3521

RECEIVED
15 SEP -2 PM 3:23
TOWN OF MIDDLETOWN
GENERAL COUNSEL

DRAFT Minutes

Special Meeting of September 28, 2015
General Counsel Review Committee

Present: Chairperson Hope Kasper, Council Member Grady Faulkner, Council Member Carl Chisem, Council Member Sebastian Giuliano, and Council Member Deb Kleckowski.

Also Present: Brig Smith, General Counsel; Kathleen Morey, Director of Human Resources

A. Call to Order

The meeting was called to order at 7:10 p.m.

B. Approval of Minutes

MOTION to approve Minutes from the August 11, 2015 meeting by Council Member Giuliano, SECONDED by Council Member Kleckowski, and APPROVED unanimously.

C. Public Session

No members of the public were present for the Public Session.

D. Old Business

1. Human Resources Matters

Director Morey provided the Committee with a Staff Report on personnel operations, outlining pre- and post-merger highlights, efficiencies, and recommendations, including: (1) personnel rules, (2) training, (3) FMLA, (4) paperless processes, (5) data tracking efficiencies, (6) union grievances, (7) recruitment, and (8) future needs.

The Committee engaged in extensive discussion about the various matters highlighted in the report. Committee member conclusions will be contained in their individual reports to the Chair.

E. New Business

1. Conclusion of Committee's Review and Report of Committee to Common Council

Each Committee Member will send their thoughts to the Chair by Friday, October 9, 2015. The Chair will work on formulating a report to Council. A follow-up Special Meeting will be set for Tuesday, October 13, 2015 at 7:00 p.m. in Room 208.

F. Other

G. Adjournment

The Committee adjourned at 8:22 p.m. on MOTION of Council Member Giuliano, SECONDED by Council Member Kleckowski and APPROVED unanimously.

cc: Daniel T. Drew, Mayor
Joe Samolis, Chief of Staff
Council Member Hope Kasper, Chair
Council Member Grady Faulkner
Council Member Carl Chisem
Council Member Deb Kleckowski
Council Member Sebastian Giuliano
OGC Personnel
Carl Erlacher, Director of Finance