



**CITY OF SOMERVILLE, MASSACHUSETTS
CLERK OF COMMITTEES**

April 12, 2018

**REPORT OF THE CONFIRMATION OF APPOINTMENTS AND PERSONNEL MATTERS
COMMITTEE**

Attendee Name	Title	Status	Arrived
Jefferson Thomas ("J.T.") Scott	Chair	Present	
Stephanie Hirsch	Vice Chair	Present	
Wilfred N. Mbah	Alderman at Large	Present	
Lance L. Davis	Ward Six Alderman	Present	
Ben Ewen-Campen	Ward Three Alderman	Present	

Others present: Alderman Mark Niedergang, Candace Cooper - Personnel, Annie Connor - Legislative Liaison, Charles Sillari - Clerk of Committees.

The meeting took place in the Committee Room and was called to order at 5:38 PM by Chairman Scott and adjourned at 6:56 PM.

Approval of the March 30, 2018 Minutes

RESULT:	ACCEPTED
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205372: That the City Solicitor advise this Board as to whether the Committee on Confirmation of Appointments and Personnel Matters may review, in executive session, the minutes of a prior executive session.

This item was Tabled.

RESULT:	LAI D ON THE TABLE
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202850: That the Director of Personnel update this Board with all positions filled or vacated since the FY17 budget discussions.

Ms. Cooper handed out a document with all positions that are relevant to this item. The committee and Ms. Cooper discussed the process of making budget cuts due to lags.

RESULT:	WORK COMPLETED
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203019: Personnel Director responding to #202850 re: updated report of positions filled or

vacated.

RESULT:

WORK COMPLETED

204173: That the Director of Personnel report to this Board on the racial and ethnic diversity of the Fire and Police Departments, broken down by rank.

Ald. Niedergang said there is a serious diversity problem with the police and fire departments and he wants to know how the administration is addressing it. Ald. Hirsch suggested a task force because it is a shame to see the imbalance that the city has in these departments. Ald. Ewen-Campen queried the process of recruiting for the police and fire departments. Ms. Cooper discussed the various ways in which the city recruits for certain positions. The city doesn't have control over the civil service process. She also discussed data challenges with respect to demographics. She said there is a voluntary demographic survey that is given to all employees. She also discussed the demographic categories included in the survey and how improvements are needed.

Motion by Ald. Ewen-Campen that the city's recruiter, Jennifer Mancina, appear before the committee, to discuss strategies to increase diverse candidates to apply for civil service jobs.-

Approved

Ald. Hirsch stated that a police and fire department with more women would encourage more women to apply. She said the city is not currently hiring in a way that represents what she wants the department to look like. The committee discussed ways in which candidates for city positions are assisted throughout the process. Ald. Niedergang stated that many people that become police officers and fire fighters have family on the job which gives them an advantage. He would like the city to make more outreach to get non-traditional candidates into the pipeline.

RESULT:

WORK COMPLETED

204407: Director of Personnel responding to #204173 re: Police and Fire diversity information.

RESULT:

WORK COMPLETED

204866: That the Director of Personnel provide updated information on employee demographics, including gender, ethnicity and any other tracked categories, with the average wages by demographic group.

Ms. Cooper handed out a document responding to this item. Ald. Hirsch is concerned about the wage gap between men and women. She stated her concerns that teachers are mostly women and principals are mostly men. Overtime pay and collective bargaining were discussed. The committee expressed concern because whites in the city, on average, are paid more than minorities

RESULT:

WORK COMPLETED

205253: Director of Personnel responding to #204866 re: city staff demographics.

RESULT:

WORK COMPLETED

205081: That the Director of Personnel explain to this Board in writing why the City does not give part-time employees who work less than 20 hours a week earned sick time.

Ms. Cooper discussed the ways in which the city is working on creating a policy to provide these benefits. Ald. Niedergang is happy that the city is working on this item. The committee requested information on what board positions receive benefits.

Motion by Ald. Hirsch that Personnel provide information on which positions that work less than 20 hours per week receive pension credit and health insurance. Approved.

RESULT:

WORK COMPLETED

205335: Director of Personnel responding to #205081 and #18049, re: sick time for part-timers earning less than 20 hours per week.

RESULT:

WORK COMPLETED

204664: Director of Personnel responding to #204464 re: updated departmental vacancies.

Ms. Cooper handed out the FY18 Vacancy List as of 11/16/17. The committee discussed the need for a payroll coordinator to be filled as well as an ISD wire inspector that has recently been filled. There has been difficulty filling the LGBTQ liaison position and the city is working with Tufts University to create an internship position.

RESULT:

PLACED ON FILE

205373: That the City Solicitor advise this Board whether the sequence of appointments can be adjusted so the Committee on Confirmation of Appointments may review relevant information regarding candidates, including without limitation non-medical background checks.

Motion by Ald. Davis that the administration update this board on the status of discussions to determine an ideal policy for the sequencing of appointments so the committee on confirmation of appointments may review relevant information regarding candidates, including without limitation non-medical background checks. Approved

Ald. Davis would like the Law Department's response attached to this item in MinuteTraj.

RESULT:

WORK COMPLETED

205106: That the Administration work with this Board to review and update the city's sexual harassment policy for all city staff.

Ms. Cooper handed out the city's Anti-Harassment and Standards of Conduct/Civility Policy. She requested information on the codes of conduct from other communities

RESULT:

KEPT IN COMMITTEE

205107: That the Administration work with this Board to implement a Code of Conduct policy and discuss training all staff and Aldermen.

Ms. Cooper discussed her research done on policies in other municipalities and passed out examples. Ald. Mbah requested statistics from the administration on how the city's policies are being enforced. Ms. Cooper explained that disclosing certain examples in the city could be a violation of privacy rights. Her department is in the process of revising the city's policy and will share it with the Board. Ald. Scott requested data on the number of complaints filed in the city without the details that could impact people's privacy.

Motion by Ald. Davis *that the administration provide historical data regarding the number of complaints regarding violations of the city's anti-harassment and anti-discrimination policy.*

Approved

RESULT:

KEPT IN COMMITTEE

205108: That the Administration work with this Board to review current sexual harassment policies for all union members and civil service employees, and develop such policies when absent.

RESULT:

KEPT IN COMMITTEE

205083: That this Board's Committee on Confirmation of Appointments and Personnel Matters develop a comprehensive procedure manual regarding review processes for all categories of appointments and re-appointments.

RESULT:

KEPT IN COMMITTEE