



## 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 JUL 16 PM 3:49  
TOWNSHIP CLERK  
MIDDLETOWN, CT 06457

### **DRAFT Minutes**

Regular Meeting of July 14, 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

#### **A. Call to Order**

The Chair called the meeting to order at 7:15 p.m.

#### **B. Approval of Minutes**

Motion to approve Minutes from the March 10, 2015 meeting by Council Member Chisem, seconded by Council Member Faulkner, and approved unanimously.

#### **C. Public Session**

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

#### **D. New Business**

##### **1. Human Resources Matters**

General Counsel Smith continued prior discussion with the Committee on Human Resources operations before and after the merger. The Committee indicated that the Public Safety Committee had discussed with Chief McKenna whether outsourcing police testing made sense. The General Counsel advised that this had already been under discussion internally.

Council Member Kleckowski raised a concern that HR matters are not cordoned off from legal matters and that having the functions merged prevents openness from employees at the early stages of a problem. The General

Counsel advised that such matters are still handled routinely through the HR Director and that legal guidance is not involved unless the problems require it. The Committee discussed the City's continuing EAP program.

Council Member Giuliano stated that he viewed the question of how much better HR is working after the merger, if it is working better, as a separate inquiry from the legal division's performance. He indicated that the prior model, with a separate Personnel Department, helped prevent problems. The General Counsel indicated that he viewed the merged model as the best way to prevent problems, with the HR division and legal division working together under the same umbrella. Council Member Kasper suggested that having the HR and risk management functions under the OGC umbrella has improved training city-wide and reduced our claims experience.

Council Member Kasper suggested the addition of a new HR staff member to serve as a deputy. General Counsel Smith indicated that much of the focus right now is eliminating many of the paper processes that take up inordinate amounts of time. HR Generalist Richardson recently ported one such process onto our website—commonly used employee forms. A software solution for all HR processes is currently under evaluation.

An updated report on HR processes and tasks before and after the merger was requested. A timeline showing OCA-OGC attorney staffing over the years was also suggested, along with an employee survey.

## **2. Update on Outside Counsel Expenditures**

General Counsel Smith walked through a supplemental report updating the Introductory Staff Report from January 13, 2015 now that the 14-15 fiscal year had concluded.

## **3. Review of Additional Legal Duties Following Consolidation**

General Counsel Smith walked through the supplemental report, outlining the additional in-house duties, and associated cost savings, following the merger. Council Member Giuliano again opined that he viewed this issue as bifurcated from the HR issue.

### **E. Old Business**

#### **1. None**

### **F. Other**

### **G. Adjournment**

The Committee adjourned at 8:57 p.m. on motion of Council Member Kleckowski, seconded by Council Member Giuliano. Motion carried unanimously.

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