

**PERSONNEL AND COMPENSATION COMMITTEE
MINUTES
MONDAY, MARCH 20, 2023
3:30 P.M.**

PRESENT: Robert C. Sassi, Chairman
Leigh J. Benton, L. Stephen Brescia, Thomas J. Faggione,
Kevindaryán Luján, Joseph Minuta, James O'Donnell

ALSO

PRESENT: Katherine E. Bonelli, Chairwoman
Betsy N. Abraham, Esq., Legislative Counsel
Langdon Chapman, Commissioner, Human Resources
Alicia D'Amico, Director of Operations and Cost Control
Alison Tyack, Deputy Commissioner, Human Resources
Deinse Cross, Director of Personnel Management, Human Resources
Dr. Alicia Pointer, Commissioner of Health
Lisa K. Lahiff, Deputy Commissioner of Health
Alan Sorensen, Commissioner, Planning Department
Courtney Canfield Greene, Commissioner, Board of Elections
Louise Vandemark, Commissioner, Board of Elections
Erin Sztendor, Budget Analyst

Mr. Sassi called the meeting to order at 3:31 p.m. and asked everyone to stand for the Pledge of Allegiance to the Flag. All committee members were present with the exception of Mr. Paduch who was absent.

Mr. **Luján** moved the request to create one (1) Public Health Investigator/Venereal Disease (Spanish/English Speaking), Grade 14, position, seconded by Mr. Minuta.

Mr. **Luján** commented that this is great and a big help to serve the Spanish speaking population of Orange County.

Dr. Pointer agreed and added that one of their goals is to get more Spanish speaking employees within the Health Department.

Motion carried. All in favor

Mr. Faggione move the request to reallocate Exam Coordinator(s) from Grade 10 to Grade 13, seconded by Mr. **Luján**.

Mr. Chapman explained that there are two sides to the Human Resources Department, employee relations side and the union negotiations employee discipline investigation, which is about five people out of their twenty-three to twenty-four staff members. The rest is divided into the civil service side which is classification, compensation, personnel management and exam issues. Grade 13 is a cut off for independent decision-making and independent dealings with the public. The Exam Coordinator is the one who will work with all of the municipalities. This request started early on when he first became the Human Resources Commissioner last year and he was a little

uncomfortable presenting it until he got his feet wet. He is now comfortable presenting the request today.

Motion carried. All in favor.

Mr. Luján moved request to reclassify one (1) Planner position, Grade 14, to Senior Planner, Grade 15, seconded by Mr. Minuta.

Mr. Sorensen stated that the individual has played an instrumental role in working with him on projects and is willing to take on new responsibilities. It is important for the department to provide promotional opportunities for employees.

Mr. Sassi confirmed that the money for the position is from a grant.

Mr. Sorensen confirmed that was correct.

Motion carried. All in favor.

Mr. Brescia moved the request to create two (2) Election Warehouse Coordinators, Grade 14 positions, seconded by Mr. Benton.

Ms. Vandemark explained that these two positions are greatly needed in their department. They have a lot of equipment and supplies coming in and there are many new polling laws and regulations, they have a hard time keeping up with the warehouse so these positions will be a big help.

Ms. Canfield Greene added that they have millions of dollars of equipment in the warehouse that needs to be maintained, monitored and tested.

Motion carried. All in favor.

Mr. Faggione moved request to create a new title, Election Specialist, Grade 8, and request to reclassify various positions: Chief Registrar, Grade 8, to Election Specialist, Grade 8 Registrar, Grade 6, to Election Specialist, Grade 8 Clerk II, Grade 4, to Election Specialist, Grade 8, seconded by Mr. Luján.

Ms. Canfield Greene stated that they are trying to bring up the Grade 4s and Grade 6s to be more equal in the office. Everyone in the office has the same job, voter registration, data management.

Motion carried. All in favor.

On the motion of Mr. Luján, seconded by Mr. Benton, the meeting adjourned at 3:46 p.m.