



## Finance Committee Meeting Minutes

October 19, 2021 – 5:30 p.m.

City Hall (Downstairs Blue Conference Room)

**In attendance:** Mayor Jo Brown, Councilor Scott Clarenbach, Councilor Desrochers, Councilor Testerman, Councilor Chandler, City Manager Judie Milner, Finance Director Pessy Gaudette

**Others in attendance:** Members of the public.

City Manager Milner called the meeting to order at 5:30 p.m.

### **Agenda Item I.**

Title and Duty Change for the Welfare Administrator

City Manager Milner stated that the current Welfare Admin is a little underutilized. There have been discussions in the Council Workshop meetings that there is the need for social media support, communications, assisting with the organization of certain community events, and updating the City Website. The changes to this position can support the administrative needs and be at the same job grade. Milner stated that the new job title is suggested to be called the Community Relations Liaison. This would support the same duties as the welfare administrator with additional community support but without the negative stigma of a welfare title. Other state departments are calling this department, Public Assistance so there is movement away from the Welfare job title.

Milner further explained what the current welfare administrator does and how servicing the community would fall into this role. Handling service requests would be handled by this role as well. She requested that this change be reviewed and approved by the Council at the next Council meeting so it can become part of the new Pay and Class Study in December. The City will be going out for an RFP this year.

The person in this role would need some training.

Mayor Brown stated that this is a good change and makes sense for this evolving role.

### **Agenda Item II.**

Other Business

Milner stated that the City would like to offer employees an incentive to get fully vaccinated. Continued COVID related exposures and absences are burdening the staff who are getting burned out from picking up the slack. She stated that the suggested incentive would be for

those currently fully vaccinated and future fully vaccinated employees to convert two sick days into two vacation days.

There was discussion of possible health insurance costs going up if certain groups do not get vaccinated but it is an unknown only speculation that it could go up in the future because of it.

There was no further discussion.

Meeting adjourned at 7:55 p.m.

Respectfully submitted,

Audrey Lanzillo