



Lowell City Council

Auditor & Clerk Oversight SC

Michael Q. Geary
City Clerk

Date: February 8, 2022
Time: 5:30 PM
Location: City Council Chamber, City Hall / Zoom(Hybrid)

PRESENT:

Present on Roll Call were Chairman Gitschier, C. Robinson and C. Rourke. Also present C. Mercier, Mary Callery (HR), Conor Baldwin (CFO), Manager Donoghue, C. Scott, M. Chau, C. Drinkwater, Alison Chambers (Asst. CFO), C. Leahy, Ferdousi Farrique (DEI) and C. Nuon

MEETING CALLED TO ORDER:

Chairman Gitschier called the meeting to order at 5:30 PM noting attendance and purpose of the meeting.

ORDER OF BUSINESS:

C. Gitschier opened meeting to public. Bobby Tugbiyele addressed the body via Zoom. C. Robinson questioned implementation of CLA human resource assessment recommendations. Ms. Callery noted the first step was hiring the DEI officer which has been done. C. Robinson questioned level of training being done for managers. Ms. Farrique commented on the time frame for training as well as developing score sheet to establish uniformity. C. Robinson requested continued updated information regarding implementation. C. Rourke questioned time frame to complete updating of procedures in the department. C. Scott noted the CLA report and how extensive it was and that there needs to be a strict plan on how to best use that resource. Ms. Callery noted it was to be done by a step by step approach which would include updating job descriptions. C. Robinson noted the need to streamline and uniform the application system in the City and there should be a consistent process from beginning to end for all departments. C. Gitschier noted the effort should be full out until those systems are in place. C. Nuon noted that a tracking application software will assist with that. C. Nuon wanted clarity on the new DEI position. Ms. Farrique provided an overview of the office and described DEI policies in terms of job descriptions and hiring process. C. Mercier questioned were her physical office was in City Hall. C. Robinson noted job descriptions and union language and commented that if there is a need update that would not be a major issue. C. Robinson noted that the DEI position is not administrative and the goals for the City should be to develop



impartial procedures to recruit and retain employees who will have faith in the system. Manager Donoghue noted the DEI was not an administrative position and that is why she is part of the Manager's office. C. Gitschier noted that the HR department needs assistance and establishing solid, uniformed and impartial hiring process will ease stress of the department. C. Gitschier noted the need for integrity in hiring people to get the best person and establish a strong working group. Manager Donoghue noted promoting process and the due diligence that is done. C. Robinson noted the need to train managers on how to perform interviews. C. Gitschier note that there needs to be a central plan.

ADJOURNMENT:

Motion by C. Robinson, seconded by C. Rourke to recess to later date. Adopted per Roll Call vote, 3 yeas. So voted.

Meeting adjourned at 6:20 PM.

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