



# Lowell City Council

## *Auditor & Clerk Oversight SC*

Michael Q. Geary  
City Clerk

**Date:** October 4, 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), C. Scott, Conor Baldwin (CFO), Austin Ball (Asst. CFO), C. Nuon and Miran Fernandez (MIS).

### **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:**

Mr. Baldwin outlined presentation entitled "Discussion – Update on measures Human Resources have taken to improve hiring process in City". Mr. Baldwin commented on MUNIS application tracking element in place and the five phase approach to implementing changes noting four phases are completed (internal review, online application, application review and recommendations). Mr. Baldwin noted when phase five (hiring) of the approach is completed that will tie into MUNIS payroll application. Ms. Callery commented on upgraded human resource practices outlined hiring process in the City with use of the application tracking system. C. Robinson approved the online application process and questioned if the new system is helpful to the department. Ms. Callery noted system was helpful but still need added resources. Ms. Callery noted there is no longer paper applications and the department assist those who need the help with online submission. C. Robinson commented on job fairs and tabling to recruit talent. Ms. Callery noted upcoming job fair in conjunction with MassHire. C. Nuon requested breakdown of applications to ensure they are recruiting from all different groups. Mr. Baldwin noted the statistics generated by the MUNIS system and how useful they will be in the hiring process. C. Gitschier questioned how references are checked. Ms. Callery indicated usually done by department heads. C. Gitschier questioned use of exit interviews. Ms. Callery indicated they are done and are usually negative. C. Gitschier questioned time frame for a new hire. Ms. Callery noted time and stated that circumstances may change it. C.



Rourke questioned improved technology being used by the department. Mr. Fernandez noted the many options available in MUNIS. Ms. Callery noted challenges in integrating with school system. Mr. Baldwin continued with presentation and outlined further improvements to the human resource department which included streamlining application, paper reduction, hiring, training (DEI). C. Robinson noted the consultant report indicated a need for increased staffing and that managers be trained in hiring. Mr. Baldwin commented on the training in house and with outside contracts. C. Gitschier commented on using the consultant report to get at best practices. Mr. Baldwin noted report was a living document which they often refer back to. C. Gitschier questioned update of job descriptions. Ms. Callery noted some were made and others would need union approval. C. Gitschier questioned if a standing operation procedure was provided to employees. Ms. Callery indicated department heads have such a document and are assisted throughout the hiring process.

C. Gitschier opened meeting to public with no response.

**ADJOURNMENT:**

**Motion** by C. Rourke, seconded by C. Robinson to adjourn. Adopted per Roll Call vote, 3 yeas. So voted.

Meeting adjourned at 6:15 PM.

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