

**CITY OF NORWALK
PERSONNEL COMMITTEE
REGULAR MEETING
MARCH 20, 2019**

ATTENDANCE: Barbara Smyth, Chair; Gregory Burnett, Colin Hosten, Beth Siegelbaum

STAFF: Ray Burney, Director of Personnel and Labor Relations

CALL TO ORDER

Ms. Smyth called the meeting to order at 6:40 p.m. A quorum was present.

PUBLIC COMMENTS

There were no actions on this item.

APPROVAL OF MINUTES FROM MEETING HELD ON FEBRUARY 20, 2019

On page 6, in Adjournment, add adjournment time: 8:15pm

**** MR. BURNETT MOVED TO ACCEPT THE FEBRUARY 20, 2019 MINUTES AS CORRECTED.**

**** THE MOTION PASSED TO ACCEPT THE FEBRUARY 20, 2019 MINUTES AS CORRECTED WITH THREE (3) IN FAVOR (BURNETT, SMYTH AND SIEGELBAUM) AND ONE (1) ABSTENTION. (HOSTEN)**

DISCUSSION AND APPROVAL OF JOB DESCRIPTIONS FOR HUMAN SERVICES DIRECTOR AND CHIEF OF COMMUNITY SERVICES

Ms. Smyth suggested reviewing the Chief of Community Services job first.

Mr. Burnett asked about funding. He said with this proposal to create a department, will it start with funding or would that be a TBD? He noted it was a new department with a lot of outreach and touchpoints to people in the community, saying he was in favor of it, but wondered if it had any teeth.

Mr. Burney said there was nothing on the table for additional funding, but it was conceivable that funds would be necessary for initiatives. He said that the direction that they'd receive from the mayor would be see what you can do with available funds. He noted that all departments have some discretionary funding, and they'd be expected to pursue grants and come before the committee to justify a need for money.

FINAL

He said part of the initiative is to give the chief and director latitude to come in and come up with better ways to spend resources.

Ms. Smyth said that there is a line in the description that says sustains and augments budget including initiating grant applications. She said it seems that they're going to rely on that to beef up programs.

Mr. Hosten asked if they should call out grant writing skills in qualifications.

Mr. Burney said it could be explored. He said that the communication manager coordinates grant applications, and various departments have people who explore and develop grant applications. He said that he would foresee a similar role here, and that he wouldn't want to lose a great candidate if they had everything but grand writing.

Ms. Smyth noted that in the 'Director' description it says knowledge of funding sources.

Mr. Burney agreed to add language that said something like knowledge of grant writing/external funding sources.

Mr. Burnett asked if it was consistent with other Chiefs' job descriptions, because they all pursue grants, he noted that Community Service is the real focus of this job.

Mr. Burney said they could add it as a skill and said he anticipated the candidate coming from the public sector, and having a lot of experience, which is why it is okay to add.

Ms. Siegelbaum said that education and experience for both positions were similar.

Mr. Burney said they'd debated on the master's degree language for the Chief—whether it was required or preferred. The thinking was if they went with preferred, they'd open the pool a little more.

Mr. Burnett noted that the Fair Housing Officer would remain separate and independent.

Mr. Burney said that the last time the committee had met, they'd planned to incorporate the Fair Housing Officer under one umbrella, but that the city had dropped that part of the initiative. He said that upon further discussion it was discovered that there was virtually no overlap in function between the Fair Housing Officer and the Fair Rent Commission. He said also that the Fair Housing Officer had been created by consent decree, and reports to the Housing Commission. It was determined that it should stay as it is.

Mr. Burnett asked if the NAACP was aware.

Mr. Burney said that the officer and the Reverend Ingraham had been advised via email that it would stay as it was.

Mr. Burney also stated that he planned to add a line about the Director participating in any disaster relief or recovery efforts the city has to undertake. He said that would mean that while the Fire Department ran the response, the Director would be the liaison to the city and the city staff.

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Mr. Burnett clarified that they were creating two new positions and asked if there was a dollar amount for them.

Mr. Burnett said that if you looked at Bob Barron's May 21st analysis from last year, it is there. He thought the Human Services Director salary was \$85 or \$90,000 and that the community services job was being funded by not filling the job formerly held by Adam Bovilsky. He said it would cost net, about \$100,000.

Mr. Burnett asked if it were too soon to say that the reorganization would lead to any cost savings?

Mr. Burney said he didn't anticipate cost reduction. He said the purpose here was better service and better efficiencies.

Mr. Burnett clarified that he didn't mean cost reductions, he thought that savings could come through the new efficiencies.

Mr. Burnett noted that there were \$60-\$80,000 in operations savings due to combining the workforces under one umbrella.

Mr. Hosten asked if it would make sense to write in more defined metrics for deliverables, so the candidates understand how they'd be evaluated.

Mr. Burney said that wasn't typical in a position description. It would be more likely found in a business plan or performance evaluation scenario.

He said he owed the committee a revised draft performance appraisal at the meeting next month.

Mr. Burney read a post on "We Are from Norwalk, CT" from a man asking for help with a loan. He said that things like this are the reason for these positions, so someone from the city could answer him and tell him where he might be able to go for help.

Ms. Smyth noted that there are pockets of services and people don't know where to go. She said that there is a high percentage of disenfranchised people who deserve a coordinated effort to find what they need. She said it was shameful that they didn't already have a Community Services Department, she said she supported this.

Mr. Hosten agreed and noted that they could direct people to places like Open Door, TCC, etc.

Mr. Burnett asked if there was language that talked about external and community groups, Mr. Burney referred him to the last sentence in the description. He said it would be the job of this department to help people find resources.

**** MR. BURNETT MOVED TO APPROVE HUMAN SERVICES DIRECTOR
AS A NEW POSITION WITH THE NECESSARY UPDATES AS DISCUSSED.
** THE MOTION PASSED UNANIMOUSLY**

City of Norwalk
Personnel Committee
Regular Meeting
March 20, 2019

FINAL

**** MR. BURNETT MOVED TO APPROVE JOB DESCRIPTION OF CHIEF OF COMMUNITY SERVICES AS A NEW POSITION WITH THE NECESSARY UPDATES AS DISCUSSED.**

**** THE MOTION PASSED UNANIMOUSLY**

EXECUTIVE SESSION: STATUS OF RECRUITMENT FOR RECREATIONS AND PARK DIRECTOR

**** MR. BURNETT MOVED TO GO INTO EXECUTIVE SESSION AT 7:13 PM**

**** THE MOTION PASSED UNANIMOUSLY**

The Committee returned to Public Session at 7:28 p.m. No motions or actions were taken during Executive Session.

ADJOURNMENT

**** MR. BURNETT MOVED TO ADJOURN.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:29p.m.

Respectfully submitted,

L Grassilli
Telesco Secretarial Services