

# Community Services & Personnel Committee

## Meeting Agenda

Wednesday, September 16, 2020 at 7:00 p.m.

Via Teleconference

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Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Lamond Daniels at [ldaniels@norwalkct.org](mailto:ldaniels@norwalkct.org) to provide written public comment prior to the meeting.

### MEETING AGENDA

1. Call to order/ roll call
2. Public comments
3. Approval of minutes from meeting held on August 19, 2020
4. Discussion
  - a. Community Services Updates, Early Childhood
  - b. Approval of Early Childhood - Sub Contract Agreements for Child Daycare Contract Funding
5. Executive Session
  - a. Personnel- Collective Bargaining Agreement settlements
  - b. Personnel - Ordinance Salary Schedule Adjustments
6. Adjourn

The next regular meeting is scheduled for Wednesday, October 21, 2020

cc: Mayor Harry W. Rilling  
Donna King, City Clerk  
Irene Dixon, Assistant City Clerk  
Mario Coppola, Corp Counsel

**CITY OF NORWALK  
COMMUNITY SERVICES & PERSONNEL COMMITTEE  
REGULAR MEETING  
AUGUST 19, 2020**

**ATTENDANCE:** Barbara Smyth, Chair; Greg Burnett, Ernie Dumas, Tom Keegan, Dominique Johnson, Kadeem Roberts, Nick Sacchinelli (7:47 p.m.)

**OTHERS:** Lamond Daniels, Chief of Community Services; Ray Burney, Personnel Director; David Walenczyk, Juvenile Review Board; Council Member David Heuvelman, Karen DelVecchio, IT Director; Jasen Getner, Juvenile Review Board; Henry Dachowitz, City of Norwalk CFO

**CALL TO ORDER/ROLL CALL**

Ms. Smyth called the meeting to order at 7:05 p.m. She called the roll. A quorum was present.

**PUBLIC COMMENTS**

Ms. Diane Lauricella thanked everyone for such a great Zoom call. She said that she was calling to thank him for creating a Social Services Agency. It is very important in this time. It wasn't an easy job.

Ms. Lauricella said that when they combined committees, she would like to see an item for researching Public Outreach on COVID-19 related measures for the next meeting. She spoke about how COVID-fatigue was happening nationally, including air borne transmission. The public needs to be aware about the proper procedure for donning and removing the protective garb. She said that there had been times when the Personnel Department had been given a budget and had to make do with the staff. She suggested COVID ambassadors to help teach people to protect themselves from COVID.

**APPROVAL OF MINUTES –  
**From meeting held on July 30, 2020****

**\*\* MR. ROBERTS MOVED THE MINUTES FROM THE JULY 30, 2020 MEETING.**

The following corrections were noted:

Page 2, under updates, where Mr. Daniels provided “as” should be has  
Page 3, seventh line from top, He said he had non-profits. Delete line

**\*\* THE MOTION TO APPROVE THE MINUTES FROM THE JULY 30, 2020 MEETING AS CORRECTED PASSED UNANIMOUSLY.**

**DISCUSSION**

**a. Community Services Department**

Mr. Daniels said that he would be presenting an overview of the Youth Services Department, which is one of the Community services that he oversees. He said that Mr. Getner and Mr. Walenczyk would be giving an presentation on the rôle of the Juvenile Review Board to the Committee.

**b. Youth Service – Juvenile Review Board Informational Overview**

Mr. Walenczyk said that the Juvenile Review Board (JRB) had been operating in Norwalk for about 14 years. He said that the administration had realized that they wanted to keep the delinquent out of the Juvenile Justice system. The referrals come from the Police Department or truancy referrals from the schools. The clients and their families come in for assessment and those who elect to continue in the program have a hearing. A plan is then developed by a panel of individuals for the student to help the student complete their contracts. When delinquency is involved, those students who do not comply, their cases are referred to the court system. All the students have follow ups for a year and the case is considered to be successful if there are no additional incidents during that time. Currently the program has a 91% success rate.

*Mr. Jimenez joined at 7:17 p.m.*

Mr. Getner said that in the 200 cases that have come through in a year, the racial breakout reflects that of the City. There has been an uptick in cases involving females that include threats, assault and truancy. As of July 1st, 2019, the JRB is responsible for all truancy cases. As of July 1st, 2020, the JRB became responsible for “out of control” students, which usually involves run aways. There has also been an increase in the number of younger children following their older siblings into trouble.

Mr. Walenczyk said that often the family needs to have counseling. The families volunteer to participate, unless it is a summons referral. Those families that have students who have had contact with the Police Department.

In response to a question, Mr. Getner explained that in the beginning, the program was a one and done program, but there have been some cases where a student has successfully completed a program but a few years later had another incident.

Mr. Burnett asked about the interaction between the JRB and the BOE. Mr. Getner said that there had been a pre-truancy board that reviews any student who has four days of truancy without excuse. The truancy raises a flag for them.

Ms. Johnson asked if the JRB was based on a justice model. Mr. Walencyk said it was and that the State has been sending other cities to Norwalk to learn about how Norwalk's program runs.

Mr. Roberts said that the students need to have mentors that look like them or come from their area. He said that he appreciates the works that Mr. Lamont for their work.

Ms. Smyth said that it was important to have mentors that look like them or have the same experiences as they do. The program is very important.

Mr. Burnett asked what measures were being taken to encourage mentors, particularly male mentors. Mr. Walencyk said that they recognize that this is a gap and the City needs the resources.

### **c. Personnel – Review and Approval new Ordinance Position Description**

**\*\* MR. BURNETT MOVED THE ITEM.**

Mr. Burney said that there is a new Ordinance positions, Chief Information Security Officer, who would oversee and continually update the security for the City and the BOE. Mr. Burney said that the salary range would be in the \$145,000 range.

Ms. DeVecchio provided the Committee with the background. There has been a 60% increase in ransom ware attacks. These are not just targeted against private business, but hospitals, health care facilities, schools and municipalities. These incidents are not reported by the press.

In 2019, BlumShapiro generated a report about cyber security and one of their top recommendations was to create a Chief Information Security Officer position. She gave the details. The funding for the position was included in the 2020/2021 budget.

Mr. Burney said that the City Charter requires the Council to approve Ordinance positions. This position will not be included in a union. The Committee and the Council will have to approve this being added to the Ordinance job lists.

Mr. Burnett asked for clarification as to who the Officer would be reporting to and whether this position would be a stand alone role or need a department. Mr. Henry Dachowitz, the City's Chief Financial Officer, said that he had included all the top administration because the Officer must have access to the highest levels. This includes paper documentation. Because of this, the City is responsible for keeping the

individuals' information private, but also recognize the FOI requirements. This involves not only privacy but cyber security.

Mr. Burney said that the individual would be reporting to the Mayor and would serve at the Mayor's pleasure.

Ms. Smyth said that Mr. Sacchinelli would be joining the meeting shortly.

Ms. Smyth asked about the certainty of not having a ransom ware attack. Mr. Dachowitz said that there were no guarantees, so the City must be vigilant. He listed the precautions that the City has taken. Ms. DeVecchio said that cyber security was a team sport, the people aspect, the training aspect and the technology.

Mr. Keegan was concerned about the fact that the position was outside of the IT Department. He also wanted to know why it was a Cabinet position. Mr. Dachowitz said that this position includes documentation that is paper based and includes privacy information. IT only has the electronic component.

Ms. Johnson asked about the projected budget for this position. Mr. Dachowitz said that the City only plans one budget year at a time and once a position is created, it is assumed that the position will continue into the foreseeable future. He said that Chief Information Security Officer are in high demand, but with COVID, there may be some candidates that would be willing to consider the City's salary range.

Ms. Smyth noted that the Chief Information Security Officer would be working with both the City and the BOE. Mr. Dachowitz said that when he joined the City, he was pleased when he saw both Ms. DeVecchio and Mr. Valenzisi cooperatively working together on IT.

Mr. Burnett said that he said that the Committee should monitor this closely to see how working together could be utilized in the future.

Mr. Heuvelman asked for clarification on which budget the salary would be drawn from. Mr. Dachowitz said that the City would be handling the salary.

Mr. Burnett asked Ms. DeVecchio if there was some of the IT tasks that the Chief Security Officer would be taking over, particularly in the area of policy. Ms. DeVecchio said that some of the tasks would shift over, but she expected that her workload would increase as they work together. There will be areas where the Health Department and the Police Department need to have someone to review to verify if they are in compliance.

Discussion followed about whether the Chief Information Security Officer would need to have more staff. This would depend on future regulations and privacy issues.

*Mr. Sacchinelli joined the meeting at 7:47 p.m.*

Mr. Sacchinelli asked about how outside vendors would interact with the Chief Information Security Officer. Discussion followed.

**\*\* THE MOTION TO APPROVE NEW ORDINANCE POSITION  
DESCRIPTION OF CHIEF INFORMATION SECURITY OFFICER PASSED  
UNANIMOUSLY.**

**EXECUTIVE SESSION:**

- **Collective bargaining, Retirement Incentive Program**

**\*\* MS. JOHNSON MOVED TO ENTER INTO EXECUTIVE SESSION TO  
DISCUSS COLLECTIVE BARGAINING, RETIREMENT INCENTIVE  
PROGRAM.**

The Committee, Mr. Burney and Mr. Daniels entered into Executive Session at 8:10 p.m. They returned to public session at 8:55 p.m. No actions or votes were taken during Executive Session.

**\*\* MR. BURNETT MOVED SEND THE COLLECTIVE BARGAINING,  
RETIREMENT INCENTIVE PROGRAM TO THE FULL COMMON COUNCIL  
FOR CONSIDERATION.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

**ADJOURNMENT**

**\*\* MS. JOHNSON MOVED TO ADJOURN.**

**\*\* THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:56 p.m.

Respectfully submitted

S. L. Soltes  
Telesco Secretarial Services



TO: Members of the Community Services and Personnel Committee  
FROM: Mary Oster, Early Childhood Coordinator  
SUBJECT: Sub Contract Agreements for Child Daycare Contract Funding  
DATE: September 10, 2020

The Norwalk Common Council will be asked to approve a Sub-Grant Agreements with Odyssey Learning, Inc., Growing Seeds Too Child Development Center, Inc., Trinity CDC, Inc., Connecticut Institute for Communities, Inc. and Stepping Stones Museum for Children to operate toddler and preschool programs in Norwalk through June 30, 2022. These programs are funded by the Child Daycare Contract grant from the state of Connecticut.

The programs receive all approvals necessary from the State of Connecticut, Office of Early Childhood (OEC) licensing division to operate a childcare program in those centers.

Action to be taken:

1. Authorize the Mayor, Harry W. Rilling, to execute a Sub-Grant Agreement between the City of Norwalk and Odyssey Learning, Inc. to provide for Child Day Care grant funding in the amount of \$515,420.36 for FY2021 and \$623,299.04 for FY2022 for eligible program expenses.
2. Authorize the Mayor, Harry W. Rilling, to execute a Sub-Grant Agreement between the City of Norwalk and Growing Seeds Too Child Development Center, Inc., to provide for Child Day Care grant funding in the amount of \$533,651.07 for FY2021 and \$645,345.48 for FY 2022 for eligible program expenses.
3. Authorize the Mayor, Harry W. Rilling, to execute a Sub-Grant Agreement between the City of Norwalk and Trinity CDC, Inc., to provide for Child Day Care grant funding in the amount of \$79,295.44 for FY 2021 and \$95,892.16 for FY 2022 for eligible program expenses.
4. Authorize the Mayor, Harry W. Rilling, to execute a Sub-Grant Agreement between the City of Norwalk and Connecticut Institute for Communities, Inc. (CIFIC) (Greater Norwalk Head Start) to provide for Child Day Care grant funding in the amount of \$106,964.65 for FY 2021 and \$129,352.60 for FY 2022 for eligible program expenses.
5. Authorize the Mayor, Harry W. Rilling, to execute a Sub-Grant Agreement between the City of Norwalk and Stepping Stones Museum for Children, Inc. to provide for Child Day Care grant funding in the amount of \$29,735.79 for FY 2021 and \$35,959.56 for FY 2022 for eligible program expenses.

### **Norwalk Child Daycare Contract Funding**

Child Day Care programs provide early care and education to infants, toddlers, and preschoolers who meet certain eligibility requirements, including falling below 75% of the state median income. These programs are located in various towns and cities across Connecticut. Section 8-210 of the Connecticut General Statutes (C.G.S.) specifies that the purpose of this funding is for the development and operation of child day care centers for children disadvantaged by reasons of economic, social or environmental conditions pursuant.

The services provided through the Child Day Care Contracts are supported through state funds. Enrollment is conducted at individual programs.

The Child Daycare Contract funds full day, full year toddler and preschool care in these locations:

| <b>Site</b>                         | <b># children</b> | <b>Type of slot</b>                               |
|-------------------------------------|-------------------|---|
| Ben Franklin Center (Growing Seeds) | 23<br>43          | Toddler<br>Preschool                              |
| Nathaniel Ely Center (Odyssey)      | 52                | Toddler   |
| Nathaniel Ely Center (Head Start)   | 43                | Wrap-around (increase the hours of preschool day) |
| Growing Seeds-Trinity Place         | 8                 | Toddler   |
| Stepping Stones Museum for Children | 3                 | Toddler   |

Child Daycare Contract funded programs:

- Must be National Association for the Education of Young Children (NAEYC) accredited within 3 years of funding and remain accredited throughout funding.
- Must be licensed by the Connecticut Office of Early Childhood (OEC)
- Follow all OEC requirements and policies.
- Submit monthly program status reports to the Norwalk Early Childhood Office. These are reviewed and a consolidated report is forwarded to the OEC.
- Receive twice-yearly monitoring visits to check child records for family eligibility by the City's Early Childhood Coordinator.
- Each funded classroom teacher is observed by the City's Early Childhood Coordinator using the CLASS monitoring tool.
- Receives periodic walk-through visits by City's Early Childhood Coordinator