

Community Services & Personnel Committee

Meeting Agenda

Wednesday, September 15, 2021 at 7:00 p.m.

Via Teleconference to allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at www.norwalkct.org/meetings



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID.



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 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 July 21, 2021
4. Discussion
 - a. Community Services - General Updates by the Community Services Department, Lamond Daniels
 - b. Presentation Family Navigator Program & Community Resource Hub, by Maria Escalera
5. Adjourn

The next regular meeting is scheduled for Wednesday, October 20, 2021

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
JULY 21, 2021
VIA TELECONFERENCE**

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ATTENDANCE: Barbara Smyth, Chair; Gregory Burnett; Dominique Johnson; Thomas Keegan; Diana Revolus; Nicholas Sacchinelli (7:10 p.m.); Kadeem Roberts (7:13 p.m.)

STAFF: Ray Burney, Director of Personnel and Labor Relations; Lamond Daniels, Chief of Community Services; Sherelle Harris, Executive Director, Norwalk Public Library; David Walencyk, Director of Youth Services

OTHERS: David Heuvelman, Common Council member

1. CALL TO ORDER/ ROLL CALL

Ms. Smyth called the meeting to order at 7:02 p.m. and called the Roll as indicated above.

2. PUBLIC COMMENTS

No members of the public wished to comment this evening.

3. APPROVAL OF MINUTES FROM MEETING HELD ON JUNE 16, 2021

The following correction was made to page 4: correct the spelling of wen to when

**** MR. BURNETTE MOVED TO CORRECT THE MINUTES AS AMENDED
** MOTION PASSED UNANIMOUSLY**

APPROVAL OF ADJUSTMENT TO THE ORDINANCE EMPLOYEE PAY PLAN SCHEDULE

Mr. Burney reviewed the request to approve the 2.35% pay adjustment for the Ordinance employee pay plan effective July 1, 2021. This adjustment is consistent with the pay rate adjustments received by the Unionized employees in the settlement of the collective bargaining agreements.

Ms. Johnson asked if the vacant positions will be filled, and if these positions will receive the pay adjustment if they are filled. Mr. Burney explained that the entire wage scale will go up 2.35%. When a person is hired, they will be hired at the wage scale of that day.

Mr. Keegan asked about performance evaluations. Mr. Burney explained that most of the employees in this group are tied to the bonus pool. He added that the performance evaluations went out on July 1, 2021 and are due back by the end of the month. General wage adjustments are not tied to performance evaluations.

Mr. Burnett noticed that the list was last updated in September 2020 and asked if it was accurate. Mr. Burney said this list was sent to show the list of positions on the Ordinance list. He said the salary range is correct.

Mr. Sacchinelli joined the meeting at 7:10 p.m.

Ms. Smyth said it was important to monitor the Ordinance pay and the Union pay to be sure there is equity.

**** MS. JOHNSON MOVED TO APPROVE THE ITEM
** MOTION PASSED UNANIMOUSLY**

5. DISCUSSION

a. Community Services - General Updates

Mr. Daniels shared that he was excited that free lunches will continue to be provided to Norwalk children. The goal is that any Norwalk child between the ages of two and 18 can go to one of several neighborhood school and receive food, including food for the weekend. He said his department is using data to identify areas that are in need of food. Mr. Daniels said that if someone has a child, and they need food, food will be provided, no questions asked. The child does not have to be a Norwalk Public School student.

Mr. Daniels said that the Family Navigator program is for residents who need help in obtaining services. He urged people to call 203-854-7255 if they need help.

The food program continues to offer food at Veteran's Park; however, the program will end on August 25, 2021. He added that food can be obtained at various food pantries.

Mr. Daniels reported that a commitment was made to keep residents informed about the Equity and Justice initiative. He said that one of the challenges is that people are asking if their voice matters. He said that Led By Us is meeting with various groups because they want to get a good representation of the views of all of the residents, especially from those who are not traditionally engaged. Mr. Daniels asked people to contact him at ldaniels@norwalkct.org to learn how they can become engaged with Led By Us. He stressed that the Commission has not yet been established.

Mr. Daniels updated the Committee on the various Covid vaccine clinics. He said they have to meet people where they are. In addition, they are hosting pop up vaccine clinics at the Norwalk Public Library.

Mr. Roberts joined the meeting at 7:13 p.m.

6. ACTION ITEMS:

**** MS. JOHNSON MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO APPLY FOR AND ACCEPT AN AMERICAN RESCUE PLAN GRANT IN THE AMOUNT OF \$21,459 FOR THE BENEFIT OF THE NORWALK PUBLIC LIBRARY.**

Mr. Daniels congratulated Ms. Harris on becoming the Executive Director of the Norwalk Public Library.

Ms. Harris reviewed the item explained they plan to use the grant money to purchase Covid related items, such as masks, chairs that are easy to clean, a soundproof POD and outdoor charging stations. Mr. Keegan asked how long the charging stations will last. Ms. Harris said they have a three-year warranty. Mr. Keegan said it was a great idea.

Mr. Burnett asked about the POD. Ms. Harris explained that it will only require minor interior construction on site. She said it will cost \$8,000 which includes an electrical outlet, seating and a table. Mr. Burnett asked how they could get more and added that it is a great idea. Ms. Harris said they are starting to plan to get more. If this one is a hit, and they are unable to get a grant, they will come back to the Common Council. She added that she would like to get one for the South Norwalk branch, although the space there is small. Mr. Burnett said he definitely supports additional funding for the PODs. Ms. Harris acknowledged Ms. Ayala for providing information about the PODs.

Mr. Daniels said this grant allows Ms. Harris to be creative and innovative in trying out new equipment. Ms. Smyth said this is forward thinking and Ms. Revolus told Ms. Harris that she is the heart of Norwalk.

**** MOTION PASSED UNANIMOUSLY**

**** MS. REVOLUS MOVED TO AUTHORIZE THE MAYOR HARRY W. RILLING TO EXECUTE A CONTRACT AMENDMENT WITH THE BLUE TEAPOT LLC EXTENDING THE TERM OF THE LICENSE AGREEMENT FOR CAFÉ FOOD SERVICES AT THE LIBRARY THROUGH SEPTEMBER 6, 2022.**

Ms. Harris explained that the Library conducted a survey and number one on the list was having a café in the Library. The Blue Teapot opened, but then Covid happened. This contract is being extended to two years instead of one. The contract also includes provisions for catering.

Ms. Johnson said she was happy to see the contract extended.

Mr. Burnett noted that the materials state the contract runs through September 6, 2022, but the contract states September 6, 2023.

**** MS. REVOLUS MOVED TO AMEND THE MOTION TO READ AS FOLLOWS:
AUTHORIZE THE MAYOR HARRY W. RILLING TO EXECUTE A CONTRACT AMENDMENT WITH THE BLUE TEAPOT LLC EXTENDING THE TERM OF THE LICENSE AGREEMENT FOR CAFÉ FOOD SERVICES AT THE LIBRARY THROUGH SEPTEMBER 6, 2023.**

**** MOTION PASSED UNANIMOUSLY**

**** MOTION AS AMENDED PASSED UNANIMOUSLY**

**** MR. SACCHINELLI MOVED TO AUTHORIZE THE MAYOR, HARRY W. RILLING, TO ACCEPT DEPARTMENT OF CHILDREN & FAMILIES (DCF) GRANT FUNDS IN THE AMOUNT OF \$55,033 AND AN ADDITIONAL \$12,891 IN ENHANCEMENT FUNDS TO SUPPORT THE OPERATION OF THE NORWALK YOUTH SERVICES DEPARTMENT AND IT'S PROGRAMS (RESTORATIVE JUSTICE, CARE COORDINATION, PEER CONNECTION), AS THE DESIGNATED YOUTH SERVICE BUREAU FOR THE CITY OF NORWALK. APPLICATION SUBMISSION DEADLINE IS SEPTEMBER 1, 2021. GRANT AWARD PERIOD IS JULY 1, 2021 THRU JUNE 30, 2023. AWARD AMOUNT IN THE 2023 FISCAL YEAR MAY BE ADJUSTED SLIGHTLY FROM THE 2022 FISCAL YEAR PER DCF FUNDING GUIDELINES.**

Ms. Smyth explained that this is a reoccurring grant.

Mr. Walencyk described the program and how the funds will be used. He said that a high school student will re-vamp and manage their website. He said they were operational during Covid and many are back in the office; however, they may go to a hybrid plan, where some staff work remotely and others are in the office. This offers flexibility to the families they serve.

**** MOTION PASSED UNANIMOUSLY**

7. ADJOURN

**** MS. REVOLUS MOVED TO ADJOURN
** MOTON PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 7:54 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

The next regular meeting is scheduled for Wednesday, August 18, 2021

Community Services and Personnel Committee
July 21, 2021
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Via Teleconference