

**CITY OF NORWALK
PERSONNEL COMMITTEE
JULY 23, 2008**

- ATTENDANCE:** Richard McQuaid, Chairman; Michael Geake; Laurel Lindstrom; Richard Bonenfant; Doug Sutton (6:05).
- STAFF:** Jim Haselkamp, Director; John Schlosser, Assistant Director.
- OTHERS:** Mary Geake.

CALL TO ORDER/ROLL CALL

The meeting was called to order at 6 p.m. by the Chairman.

MINUTES FROM JANUARY 23 AND MAY 7, 2008 MEETINGS

JANUARY 23, 2008

**** MR. GEAKE MOVED TO APPROVE THE MINUTES AS SUBMITTED.**

It was noted by some members that pages were missing from their copies and Mr. Schlosser went to make copies.

MAY 7, 2008

The following correction was made: On page 2, 4th paragraph, 3rd sentence, "Wellness" was inserted before "committee".

**** MS. LINDSTROM MOVED TO APPROVE THE MINUTES AS CORRECTED.**

At 6:05 p.m., Mr. Sutton arrived at the meeting.

**** MOTION PASSED UNANIMOUSLY.**

JANUARY 23, 2008 (CONT'D)

**** MOTION PASSED WITH 2 ABSTENTIONS (SUTTON, LINDSTROM).**

**APPROVAL TO AUTHORIZE THE MAYOR TO ENTER INTO A CONTRACT
WITH CCM FOR CDL DRUG TESTING FOR \$7,000 PER YEAR**

Mr. Haselkamp said this testing is required under Federal guidelines for commercial drivers. The City has had a contract with Dr. Reza for many years. It was a very complicated process and took a substantial amount of time. Public Works requested on-site drug testing and Personnel solicited Dr. Reza, Norwalk Hospital and CCM to provide quotes. Dr. Reza only submitted a proposal after the other two proposals were received. They did reference checks on the other two and decided that CCM has some level of expertise. Norwalk Hospital has never actually done on-site testing but said they could do it. In addition, they don't currently do this for other municipalities. CCM will contract with Norwalk Hospital to do the testing. There is a separate entity that does the selection (Gregory and Howe covers the administrative side). There is a comfort level with CCM's proposal and references.

Mr. Haselkamp said drug testing is triggered by:

1. Testing 50% of the drivers yearly.
2. Reasonable suspicion that someone is impaired.
3. Post-accident testing.
4. Pre-employment drug testing.

This testing is a federal requirement and covers anyone with a CDL license, which mostly covers Public Works but also includes some people in the Recreation & Parks department.

Ms. Lindstrom asked the length of the contract. Mr. Haselkamp will provide this information. It is a multi-year contract at \$7,000 per year.

Mr. Geake asked how many workers in the City have CDL licenses; Mr. Haselkamp responded that there are 70.

**** MS. LINDSTROM MOVED APPROVAL.**
**** MOTION PASSED UNANIMOUSLY.**

Mr. Bonenfant asked if other workers are tested and Mr. Haselkamp said that there are other departments, such as the Police Department, where testing is conducted.

OLD BUSINESS

There was no old business.

NEW BUSINESS

The Chairman said anyone with items they would like on the next agenda should contact either him or Mr. Haselkamp. Mr. Haselkamp said he is working on the following issues:

1. Affirmative Action statement
2. NMEA negotiations
3. Discussions with the Police Department on lateral moves

In response to a question from the Chairman, Mr. Haselkamp said he thought that the Police Department would have to replace 35 to 50 people over the next few years because of the DROP Program.

ADJOURNMENT

- ** **MR. BONENFANT MOVED TO ADJOURN.**
- ** **MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 6:25 p.m.

