

HEALTH, WELFARE AND PUBLIC SAFETY COMMITTEE
MEETING AGENDA
July 25, 2019
7:00 PM, ROOM 231 City Hall

I. Welcome and Roll Call

II. Approval of June 27, 2019 Minutes

III. Public Participation

IV. New Business

Action Items

Youth Services

1. Authorize the Mayor, Harry W. Rilling, to sign for, and accept, the Youth Service Bureau (YSB) grant award from the State of Connecticut, Department of Children and Families (DCF) for the fiscal years 2020-2021. The allocated amount for the 2020 year is \$54,847

Police Department

2. Authorize the purchasing agent to execute a purchase order on behalf of the Police Department to MHQ, Inc under Ct Contract #12PSX0194, for the purchase of twelve (12) 2020 Ford Utility Interceptors AWD for the amount not to exceed \$407,000.00. Account 01353-5731
3. Authorize the purchasing agent to execute a purchase order on behalf of the Police Department to low bidder, Fleet Auto Supply, LLC for the purchase and installation of emergency equipment and fit-up on twelve (12) Ford Utility Interceptors under project #3768, not to exceed \$168,000. Account 01353-5731
4. Authorize the Mayor, Harry W. Rilling to execute a Memorandum of Understanding with the Connecticut Department of Emergency Service and Public Protection for the shared use of the Connecticut Land Mobile Radio Network (CLMRN).
5. Authorize the Police Chief Thomas Kulhawik to execute any and all agreements, documents or amendments as may be necessary to implement the Memorandum of Understanding related to the Connecticut Land Mobile Radio Network.

Discussion Items:

1. Measles

**CITY OF NORWALK
HEALTH, WELFARE AND PUBLIC SAFETY COMMITTEE
REGULAR MEETING
JUNE 27, 2019**

ATTENDANCE: Nicholas Sacchinelli, Chair; Ernest Dumas, Eloisa Melendez, George Tsiranides

OTHERS: Deanna D'Amore, Health Department; Mary Oster, Early Childhood Coordinator; Chief Tom Kulhawik, Police Department

CALL TO ORDER

Mr. Sacchinelli called the meeting to order at 7:06 p.m.

WELCOME AND ROLL CALL

Mr. Sacchinelli called the roll of committee members. A quorum was present.

APPROVAL OF THE MAY 23, 2019 MINUTES

**** MR. TSIRANIDES MOVED THE MINUTES OF MAY 23, 2019**

There were no corrections to the Minutes of May 23, 2019.

**** THE MOTION TO APPROVE THE MAY 23, 2019 MINUTES PASSED WITH TWO (2) IN FAVOR (SACCHINELLI AND TSIRANIDES) AND TWO (2) ABSENTIONS (DUMAS AND MELENDEZ).**

PUBLIC PARTICIPATION

None

NEW BUSINESS

Action Items

Early Childhood

Authorize the Mayor, Harry W. Rilling, to execute a subgrant agreement between the City of Norwalk and Trinity CDC, Inc. for the provision of child care services in accordance with the office of Early Childhood Purchase of Service Contract #18OECCDC01NWK

Mary Oster spoke to the committee regarding subsidized spots for toddlers and preschools, which is desperately needed. 8 of these spots recently opened up.

In August 2018, the Norwalk Common Council authorized the Mayor to sign any and all documents related to the Child Daycare Contract with the Connecticut Office of Early Childhood. The grant period is 7/1/2018-6/30/2020 in the amount of \$3,085,065.84. This funding is used by approved subcontractors to provide high-quality Toddler and Preschool care to qualifying families in Norwalk. The programs are licensed by the State of Connecticut Office of Early Childhood Licensing Division and adhere to all the reporting and monitoring requirements within the grant. The Early Childhood Coordinator monitors for compliance and quality as required by the grant. Currently, the subcontractors are Odyssey Learning, Inc. at Nathaniel Ely Center, Stepping Stones Museum for Children, Inc., Connecticut Institute for Communities, Inc. (Head Start) at Nathaniel Ely Center, Inc. and Growing Seeds Too Child Development Center, Inc. at Ben Franklin Center. In order to accommodate more toddler spaces, we are seeking approval to add an additional subcontractor, Trinity CDC located at 2 Trinity Place. (Business name-Growing Seeds). This program has been a preschool provider and receives funding under the School Readiness grant. The second Growing Seeds location in the Ben Franklin Center has been a subcontractor under the Child Daycare Contract for 2 years. Adding the new subcontractor will allow us an additional 12 much-needed toddler spaces.

**** MR. SACCHINELLI MOVED TO APPROVAL**

**** MOTION PASSED UNANIMIOUSLY.**

Youth Services

Authorize the Mayor, Harry W. Rilling, to sign an amendment to the “Agreement by and between City of Norwalk and Town of Weston for Juvenile Review Board Services” to auto-renew the agreement each July 1st for a one year period, so long as all other terms of the agreement remain the same.

David Walenczyk, Director of the Department of Youth Services was unable to be at the meeting, but submitted an email describing the terms. All terms remain the same.

Ms. Melendez mentioned that David Walenczyk and Jay Foster of Weston have a good program going to keep the youth out of the court system.

There was no discussion on the topic.

**** MR SACCHINELLI MOVED TO APPROVE THIS ITEM.**

**** MOTION PASSED UNANIMIOUSLY.**

Discussion Items:

Crime Tracking

Norwalk Police Chief, Tom Kulhawik, spoke to the committee about crime tracking.

Every crime gets recorded by recording clerks who are currently 6-8 weeks behind. The state receives this information, verifies it and then certifies the information.

The Chief handed out two grids to the Committee which came from the Detective Bureau with looks at the serious crimes including burglary, homicides, sexual assaults, robberies and overdoses. It does not include the petty things. Both graphs showed that crime was down. The first chart was 2017-2018 full year figures and the other was 2018-2019 (May).

For the first quarter of 2019 violent crimes was down 30%. Because of this the police are able to have more patrols and then there is less crime and the police have time to investigate everything. Norwalk currently has one of the highest solvability rate in the state.

Ms. Melendez commented on social media sites such as NextDoor and others that are a great way to get the word out.

CAD follows police service calls (911 and regular non emergency calls) Last year the call rate was 68,000 and has dropped to 62,827. NIBER keeps stats from 2001-2017 and will be posted to the mayor's dashboard and will be updated monthly. The Annual Report of 2018 has been posted to the website. Take a look at it.

A survey was published today (12 questions) and interns will be making the calls regarding your satisfaction with the police department.

Mr. Dumas brought up crime in South Norwalk. Crime has gone way down to the removal of the pay phones being taken off the street. Drug traffic has gone way down. There is also better lightening. At the street level there is very little drug activity. The majority of it is now through cell phones. It is all the officers. The Strategic Narcotic Team will get the offenders overtime.

Mr. Sacchinelli brought up the Department of Public Works Infrastructure. If more lights are needed put a request in.

Mr. Sacchinelli asked Chief Tom Kulhawik if there was anything the police needed from the Common Council? Also, mentioned that they will need to do an impact analysis over the next 2 to 5 years to see what impact the mall and additional apartments will have on the city.

Norwalk is a large city but small enough to know what is going on. Some of the crime hotspots are: drugs via cell phone, serious crimes are down and car break ins change.

Mr. Tsiranides Congratulated the Chief for solving the cold case. The police department currently has four officers working on cold cases. They have closed four and still have two still open.

Enforcement/Customer Service

Measles

**** MR. SACCHINELLI MADE A MOTION TO TABLE THE LAST TWO ITEMS OF THE AGENDA (ENFORCEMENT/CUSTOMER SERVICE AND MEASLES) TO NEXT MONTHS REGULAR MEETING.**

**** MOTION PASSED UNANIMIOUS.**

ADJOURNMENT

**** MR. TSIRANIDES MOVED TO ADJOURN.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:38 p.m.

Respectfully submitted,

Raeann Bromark
Telesco Secretarial Services

CONNECTICUT STATE DEPARTMENT OF CHILDREN AND FAMILIES

**YOUTH SERVICE BUREAU
Application**

TITLE PAGE

1. Legal Name of Organization Applying for Funds:

City of Norwalk DCF Code: 103

Federal Identification No.: 06-6011881

2. Town(s) to be Served: Norwalk

3. Program Name: Norwalk Youth Services

4. Executive Director: David Walenczyk, LMFT Phone: 203-854-7782 Fax: 203-854-7991

Executive Director E-mail address: dwalenczyk@norwalkct.org

5. Contact Persons:

Program: Norwalk Youth Services Phone: 203-854-7782 Fax: 203-854-7991

Program Director E-mail address: dwalenczyk@norwalkct.org

Fiscal: Marianna DeJesus Phone: 203-854-7920 Fax: 203-854-7710

Fiscal Director E-mail address: mdejesus@norwalkct.org

7. Program Mailing Address: 125 East Ave., P.O. Box 5125, Norwalk, CT 06856-5125

8. Program Location Address: 125 East Ave., Norwalk, CT 06856

I certify that the information submitted is in conformance with the instructions and is an accurate representation of the YSBs' planned programs and services for the period July 1, 2019, through June 30, 2021. A new form will be submitted if changes occur.

9. Authorized Signature: _____ Date: _____

10. Typed Name: David Walenczyk, LMFT Title: Director, Norwalk Youth Services

2019-21 Youth Service Bureau Grant Application

- ☒ Counseling Services:
Individual Counseling ☒ Group Counseling ☒
Parent Training ☐ Family Therapy ☒
- ☒ If Counseling Services, Are clinicians:
Hired ☒
Group Counseling ☐
- ☐ Work Placement and Employment Counseling
☐ Alternative and Special Educational Opportunities
☐ Recreational and Youth Enrichment Programs
☐ Outreach Programs
☒ Preventive Programs (including youth pregnancy, youth suicide, violence, and alcohol and drug prevention)
☒ Positive Youth Development Programs
☐ Court Ordered Community Service
☐ Detention/Suspension/Expulsion Programs
☒ Juvenile Review Board
☐ Teen Center/Drop-In Center: after school ☐ evenings ☐ weekends ☐
☐ Other Juvenile Justice Programs (please list): _____

ADMINISTRATIVE CORE UNIT STRATEGIES AND PROGRAMS

Summarize the proposed strategies and activities of the administrative core unit using the following format:

- a. Management and Administration – list one strategy and the activities necessary to enhance your operations. List measures you will use to determine how well you have done the activities and whether you have been successful. Group your strategies, activities and measures under the following headings (see sample in Appendix F).

Strategy	Activities	Measures
Provide effective administration of YSB	Maintain & supervise qualified staff. Manage Department's fiscal operations. Manage Department's grants. Oversee direct service operations.	Staff resumes Services delivered within budget. Deliver reports as expected. Insure quality services delivery.

- a. Youth Advocacy – list one strategy and the activities necessary to increase your youth advocacy. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Advocate for the needs of youth on both individual and systemic levels.	Advocate on behalf of youth issues. Advocate on behalf of individual youth at Court, JRB, School PPTs MOAs with local schools and programs.	Letters and emails sent; logs of phone calls. Entries in individual case files, documentation of attendance at PPTs and disciplinary hearings. Emails from youth advocacy organizations.

- b. Resource Development – list one strategy and the activities necessary to increase resources for your agency. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Increase the resources and services available for youth.	Maintain current funding and seek new sources of grant funds and contractual funding i.e. JRB contracts with other local communities.	Renew grants. Apply to RFPs for grant funds deemed appropriate for current or expanded services.

2019-21 Youth Service Bureau Grant Application

- c. Community Involvement – list one strategy and the activities necessary to increase community involvement. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Collaborate to enhance programs.	Participate in local collaborative efforts. Participate in regional and statewide collaborative efforts.	Documented involvement in Regional LIST, Local System of Care, Norwalk ACTS, Region 1 YSB collaborative, CYSA, MOAs with various school programs and other local agencies.

- d. Research and Evaluation – list one strategy and the activities necessary to contribute to research. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Identify and address the needs of youth and youth serving agencies.	Obtain qualitative information on youth needs. Retain statistics on youth needs. Assist in community research efforts.	Advisory Board, ACTS, Peer Connection documentation. Hard copy and computer data files. Attend Norwalk ACTS, staff Advisory Board, Region 1 YSB collaborative, Local LIST.

DIRECT SERVICES UNIT STRATEGIES AND ACTIVITIES NARRATIVE

Summarize the proposed strategies and activities of your direct service unit. If you have subcontracted, note services provided by the subcontractor. Group your strategies, activities and measures under the following headings (see sample in Appendix F).

1. Juvenile Justice – list one strategy and the activities necessary to address the juvenile justice area. List measures you will use to determine how well you have done and whether you have been successful.

Strategy	Activities	Measures
Provide youth with the special supports and services they need to avoid future contact with the juvenile and/or adult criminal justice system.	Provide counseling, case management, and advocacy to referred youth. Divert youth from the criminal justice system.	Statistical reports on clients served and services provided; case records. JRB statistics of intakes, services provided, and outcomes. Post service surveys.

2. Mental Health Services – list one strategy and the activities necessary to provide mental health Services. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Assist youth and families in developing and maintain healthy attitudes and behaviors.	Provide individual and family counseling for referred youth. Make appropriate referrals for additional services as necessary. Obtain supervision and consultation services to optimize delivery of care.	Maintain client files and post service client surveys. Appropriate discharge planning and tracking of referrals. Record of weekly supervision and monthly consultation sessions.

3. Child Welfare – list one strategy and the activities necessary to promote child welfare. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Youth will be kept safe and have their needs met.	Comply as mandated reporters if abuse/neglect is suspected. Provide opportunities for pro-social, cultural, and life skills activities in a safe environment.	Records of DCF referrals. Records of group attendances and surveys from department sponsored activities.

- a. Teen Pregnancy Prevention – list one strategy and the activities necessary to prevent teen pregnancy. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures

2019-21 Youth Service Bureau Grant Application

- b. Teen Parent Education – list one strategy and the activities necessary to educate teen parents. List the measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Parents will have the knowledge and skills to guide their youth so that they become productive citizens.	Provide verbal and written parenting information to teen parents.	Client file progress notes.
	Refer to parenting workshops.	Maintain record of referrals.

- c. Positive Youth Development – list one strategy and the activities necessary to promote positive youth development. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures
Youth will have strong bonds to families, schools, peers, and communities, and will make positive contributions.	Teach peer helping and life skills development.	Record number of youth participating in PYD programming, as well as curriculum and pre and post service surveys.

4. Community Outreach – list one strategy and the activities necessary to improve community outreach. List measures you will use to determine how well you have done the activities and whether you have been successful.

Strategy	Activities	Measures

Advisory Board Composition Report

Composition Criteria

- At least seven members.
- At least one member under 21-years-of-age (nonvoting member).
- Representatives from the school system, police department and a private youth-serving agency.
- At least one-third of the total membership from individuals who receive less than 50 percent of their income from delivering services to youth.
- At least one member on the Board from each municipality served by the YSB.

1. Board Composition

Attach a current membership list of your Advisory Board or Youth Commission to the grant application. The list should include at least the following information for each Board member:

- Name
- Member Type
 - ☐ Youth
 - ☐ School system representative
 - ☐ Police department representative
 - ☐ Private youth serving agency representative
 - ☐ Service consumer

Where a YSB serves more than one municipality, the membership list should also indicate that the Board includes a duly appointed representative from each municipality served.

2. Board Type

Check the appropriate board type for your Advisory Board.

☒ Advisory ☐ Youth Commission ☐ Other – please specify

3. Vacancies and Waivers

If your Advisory Board does not meet the composition criteria (see box above), please describe the circumstances below and refer to the instructions for information on requests for waivers and extensions:

Anticipated date for meeting composition criteria: _____

4. Board Meetings

- | | |
|---|---------------|
| (a) The number of times the YSB Advisory Board is scheduled to meet each fiscal year? | 2-4
_____ |
| (b) Are minutes of all meetings on file in your office and available for inspection? | Yes.
_____ |
| | Yes / No |

Impact of Services: Work Plans

List a minimum of three activities in which you will participate in 2019-21. (Please refer to page 10, letter F for guidelines.)

Required Professional Learning Activities	Impacted Administrative Core Unit (ACU) Function
1. Proposed Activity <u>Results Based Accountability</u> Seek professional development opportunities to deepen knowledge of Results Based Accountability (RBA) for Director. Also seek more basic RBA training for staff to insure their understanding of how it impacts their roles within the Agency.	All ACU functions will be impacted as RBA becomes part of the Department's culture and permeates all of the activities and services.
2. Proposed Activity <u>Funding Development and Research</u> Seek professional development opportunities to expand knowledge of available funding sources and planning for financial sustainability. Possible activities include reviewing regular emails from the Foundation Center, visiting funder's websites, and attending bidders conferences.	The Resource Development function will be enhanced by expanding knowledge of planning for financial sustainability, available funding sources, and obtaining additional information on how to submit a proposal.
3. Proposed Activity <u>Training</u> Seek additional training opportunities in the area of strategic planning. Take advantage of training on strategic planning when available, either directly by attending the training, or by attending local strategic planning meetings where those who have attended prior trainings share what they have learned. Search for opportunities on this topic, including those offered online.	All ACU functions would potentially be impacted since a well developed strategic plan would guide a focus and set priorities for research, resource development, community involvement, and advocacy.

2019-21 Youth Service Bureau Grant Application

FISCAL YEAR 2020

YOUTH SERVICE BUREAU BUDGET FORM

GRANT TITLE: YOUTH SERVICE BUREAU				
GRANT PERIOD: 07/01/19 - 06/30/20				
AUTHORIZED AMOUNT: \$ 54,847				
AUTHORIZED AMOUNT by SOURCE: DCF LOCAL BALANCE: \$ CURRENT DUE: \$ CARRY-OVER DUE: \$				
CODES	DESCRIPTIONS	BUDGET AMOUNT	CASH MATCH	IN-KIND
111A	NON-INSTRUCTIONAL	\$54,847	\$53,047	\$ 62,037
200	PERSONAL SERVICES/EMPLOYEE BENEFITS			\$136,683
300	PURCHASES PROFESSIONAL/TECHNICAL SVCS		\$ 1,800	\$ 1,037
400	PURCHASED PROPERTY SERVICES			
500	OTHER PURCHASED SERVICES			
600	SUPPLIES			\$ 2,602
700	PROPERTY			
800	DEBT SERVICE AND MISCELLANEOUS			\$ 1,579
	TOTAL	\$54,847	\$54,847	\$203,938

ORIGINAL REQUEST DATE

REVISED REQUEST DATE

CT DCF

PROGRAM MANAGER AUTHORIZATION

DATE OF APPROVAL

Grant/Match Summary

DCF Grant Award	\$ 54,847
Local Match:	
Municipal Appropriation	\$ 54,847
Other Funds	
In-Kind	
Total Local Match	\$109,694

I certify that the budget provided herein represents the planned income and expenditures of the YSB Grant funds and local match of the above grantee for the grant period July 1, 2019 through June 30, 2020, in accordance with all applicable instructions and statutory requirements.

Authorized Signature
Harry W. Rilling

Typed Signature

Date

Date

2019-21 Youth Service Bureau Grant Application

Budget Narrative – Income

Provide a detailed description of the sources and amounts of funds and in-kind services to be used for the local match. Line item totals should agree with line items on the Grant and Local Match Summary form.

Account Name	Description	Line Item Total
Funds from the DCF YSB Grant Program	Expected funding from CT DCF for YSB	\$ 54,847
Other Funds (State and Federal)	List source and amounts for other funds that will be used as matching funds for this grant. \$1,800 has been allocated to obtain clinical consultative services from Family & Children's Agency, Norwalk, CT.	\$ 1,800
Municipal Appropriation	The portion of the amount appropriated to the YSB by the town(s) to be served that will be used as matching funds for this grant. List town(s):	\$ 53,047
In-Kind	List source and amounts for in-kind contributions that will be used as match for this grant.	

2019-21 Youth Service Bureau Grant Application

Budget Narrative – Expenses

Provide a detailed description of the expenses to be funded by the YSB grant funds and required local match for each expense account. Copy this form as necessary. Line item totals should agree with line items on the “Grant and Local Match Budget” form.

Account Code/Name	Description	Line Item Total
100 Salaries	The amount of \$123,152 has been allocated for the full time Director’s salary. Of that amount \$23,183 will come from grant funds and \$99,969 will be match. The amount of \$84,225 has been allocated for the full time Coordinator of Juvenile Justice and Prevention Programs. \$15,855 will come from grant funds and \$68,370 will be match. The amount of \$65,989 has been allocated for the Assistant JRB Coordinator. \$11,878 will come from grant funds and \$54,111 will be match. The amount of \$19,266 has been allocated for the part time Administrative Assistant. \$2,131 of that will come from grant funds and \$17,135 will be match.	\$109,964
590 Other Purchased Services	\$1,800 has been allocated to contract for clinical consultation services from Family and Children’s Agency for clinical staff and will serve as match.	\$ 1,800

APPENDIX E

CERTIFICATION THAT CURRENT AFFIRMATIVE ACTION PACKET IS ON FILE

According to the Connecticut Commission on Human Rights and Opportunities (CHRO) **municipalities** that operate **school districts** and also file a federal and/or state Affirmative Action Plan(s) are exempt from the requirement of filing an Affirmative Action Plan with the Connecticut State Department of Children and Families. **Agencies with an Affirmative Action Plan on file need to certify such by signing the statement below.**

I, the undersigned authorized official, hereby certify that the applying organization/agency: Harry W. Rilling , has a current affirmative action packet on file with the Connecticut State Department of Children and Families. The affirmative action packet is, by reference, part of this application.

Signature of Authorized Official: _____ Date: _____

Name and Title: Harry W. Rilling, Mayor

Youth Service Bureau Sample Strategies and Activities

Administrative Core Unit Strategies and Activities

Sample Strategies	Sample Activities
Improve the administration of YSB programs and services.	To evaluate administrative procedures. To streamline fiscal and data management procedures. To provide staff training and improve skills.
Identify the needs of youth and current service gaps.	To develop youth forum concerning their needs and solutions. To survey the community regarding needs and services. To develop centralized data bank.
Increase the resources and services available to youth.	To research available funding services. To write grant applications.
Inform the community of programs and services.	To compile information on all community youth programs into a database. To develop and regularly update a resource guide.
Coordinate with local providers to eliminate service gaps and enhance the delivery of services.	To convene relevant community groups to plan activities. To write joint grant application with other providers. To initiate and maintain ongoing planning process with other community groups.
Advocate for the needs of all youth to improve policies and procedures.	To advocate for local policies and procedures that benefit youth. To keep community leaders aware of YSB functions. To advocate for individual youth.

2019-21 Youth Service Bureau Grant Application

Administrative Core Unit Strategies and Activities (APPENDIX F cont.)

Sample Strategies	Sample Activities
Improve the administration of YSB programs and services.	Evaluate administrative procedures. Streamline fiscal and data management procedures. Provide staff training to improve skills.
Identify the needs of youth and current service gaps.	To develop youth forum concerning their needs and solutions. To survey the community regarding needs and services. To develop centralized data bank.
Increase the resources and services available to youth.	Research available funding services. Write grant applications.
Inform the community of programs and services.	Compile information on all community youth programs into a database. Develop and plan for the regular updating of a resource guide.
Coordinate with local providers to eliminate service gaps and enhance the delivery of services.	Convene relevant community groups to produce an activity plan. Write joint grant application with other providers. Initiate and maintain ongoing planning process with other community groups.
Advocate for the needs of all youth to improve policies and procedures.	Advocate for local policies and procedures that benefit youth. Keep community leaders aware of YSB functions. Advocate for individual youth.

2019-21 Youth Service Bureau Grant Application

Direct Services Unit Strategies and Activities (APPENDIX F cont.)

Sample Strategies	Sample Activities
Youth will have the special supports and services they need in times of personal or family crises and in times of difficult personal transition.	To divert youth from the juvenile justice system. To provide intervention service to identified 'at-risk' populations. To provide support services to 'at-risk' youth and their families.
Youth and families will understand their own needs, the needs of their family members and will understand how to generate a mutually supportive family environment.	To provide counseling / therapy to youth and their families. To provide sexual abuse counseling and support. To provide truancy prevention services to community youth.
Youth will have attitudes, work values and skills to obtain and hold jobs.	To maintain a job bank for youth. To provide career exploration support services to youth.
Youth will have strong bonds to their families, peers, schools and communities. Youth will contribute to the well-being and strength of their families, schools and communities.	To provide youth leadership training. To host discussion groups for youth to discuss issues of importance to them.
Educate on issues of importance to youth.	To train youth as peer mentors. To provide education on sexual abuse. To provide education on well childcare. To provide substance abuse education.
Youth will participate in positive social, cultural and athletic activities in their leisure time.	To provide an alcohol and drug-free social environment for youth. To provide opportunities to participate in drama and sports.
Parents will have the knowledge and skills to guide their children so that they become responsible productive citizens.	To provide parent workshops. To provide educational materials related to children.

Statutory Requirement of Administrative Core Unit Functions

In my official capacity as signatory for the Norwalk Youth Service Bureau, I, the undersigned authorized official*, hereby recognize and support the statutory requirements and regulations of the Youth Service Bureau (C.G.S. Sections 10-19m through 10-19o) to provide the five Administrative Core Unit (ACU) functions of:

1. Management and Administration.
2. Research that provides for the continued assessment of community needs and assets.
3. Resource development.
4. Community involvement.
5. Advocacy on behalf of issues related to youth and families.

<u>David J. Walenczyk, LMFT</u>	<u>Director, Norwalk YSB</u>	
Name	Title	Date

*Authorized official may be:

- Department Head
- Town Manager
- First Selectman
- Mayor

2019-21 Youth Service Bureau Grant Application

APPENDIX H

STATEMENT OF ASSURANCES

CONNECTICUT STATE DEPARTMENT OF CHILDREN AND FAMILIES
STANDARD STATEMENT OF ASSURANCES
GRANT PROGRAMS

PROJECT TITLE: Norwalk Department of Youth Services

THE APPLICANT: City of Norwalk **HEREBY ASSURES THAT:**
Norwalk Department of Youth Services

(insert Agency/School/CBO Name)

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Children and Families;
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Children and Families may find necessary;
- H. The Connecticut State Department of Children and Families reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;

2019-21 Youth Service Bureau Grant Application

- J.** The applicant will protect and save harmless the State Board of Children and Families from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
- K.** At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Children and Families any moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to “contract” shall mean this grant agreement and to “contractor” shall mean the Grantee.

(a) For purposes of this Section, the following terms are defined as follows:

- i. "Commission" means the Commission on Human Rights and Opportunities;
- ii. "Contract" and “contract” include any extension or modification of the Contract or contract;
- iii. "Contractor" and “contractor” include any successors or assigns of the Contractor or contractor;
- iv. "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
- v. “good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
- vi. "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
- vii. "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
- viii. "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
- ix. "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; and

2019-21 Youth Service Bureau Grant Application

- x. "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

- (b) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §§46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §§46a-56, 46a-68e and 46a-68f; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access business enterprises as subcontractors and suppliers of materials on such public works projects.

2019-21 Youth Service Bureau Grant Application

- (c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
- (d) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
- (e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- (f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
- (g) (1)The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes § 46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and Connecticut General Statutes § 46a-56.

2019-21 Youth Service Bureau Grant Application

(h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

M. The grant award is subject to approval of the Connecticut State Department of Children and Families and availability of state or federal funds.

N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official; hereby certify that these assurances shall be fully implemented.

Superintendent, or
Department Head, or Town
Manager, or First
Selectman, or Mayor, or
YSB Director Signature:

Name: *(typed)*

Harry W. Rilling

Title: *(typed)*

Mayor

Date:

Norwalk Police Department
Administration

Memo

To: Health, Welfare and Public Safety Committee
From: Deputy Chief Susan Zecca
Date: July 22, 2019
Re: Vehicle purchase and Radio MOU authorizations

The Police Department received funding in the 2019-2020 budget to purchase twelve new 2020 Ford Utility Interceptor vehicles. These will be marked patrol vehicles. MHQ hold the State contract for these vehicles. Additionally we are moving forward with the planning of the city wide radio system infrastructure upgrade. As part of that project we will need to enter into a Memorandum of Understanding with the Connecticut Department of Emergency Services and Public Protection, Division of Statewide Emergency Telecommunications for use of the Connecticut Land Mobile Radio Network. The authorizations are as follows:

1. Authorize the purchasing agent to execute a purchase order on behalf of the Police Department to MHQ, Inc under Ct Contract #12PSX0194, for the purchase of twelve (12) 2020 Ford Utility Interceptors AWD for the amount not to exceed \$407,000.00. Account 01353-5731
2. Authorize the purchasing agent to execute a purchase order on behalf of the Police Department to low bidder, Fleet Auto Supply, LLC for the purchase and installation of emergency equipment and fit-up on twelve (12) Ford Utility Interceptors under project #3768, not to exceed \$168,000. Account 01353-5731
3. Authorized the Mayor, Harry W. Rilling to execute a Memorandum of Understanding with the Connecticut Department of Emergency Service and Public Protection for the shared use of the Connecticut Land Mobile Radio Network (CLMRN).
4. Authorize the Police Chief Thomas Kulhawik to execute any and all agreements, documents or amendments as may be necessary to implement the Memorandum of Understanding related to the Connecticut Land Mobile Radio Network.

MHQ, Inc

401 Elm Street

Marlborough, MA 01752

Quotation

Quote Date: 7/15/2019
 Sales Contact: Kim Fritsch
 Contact Info: P: 860-788-6816
 Email: kfritsch@mhq.com

Customer: Norwalk PD
 Customer Contact: Dave O'Connor
 Address:
 Phone:
 Email: doconnor@norwalkct.org

Ford Utility Interceptor 2020
 CT Contract 12PSX0194

Order	Code #	Description of Ford Options	Unit Price	
x	K8A	2020 Ford Utility Interceptor AWD	\$32,090.80	\$32,090.80
	99B/44U	AWD 3.3L V6 direct-Injection 10-Speed Automatic Transmission		
x	Ext	UM - Agate Black	Std	\$0.00
x	Int	9W - Front Cloth, Rear Vinyl	Std	\$0.00
x	153	License Plate Bracket	NC	\$0.00
x	549	Heated Mirrors	\$56.40	\$56.40
x	17T	Dome Light	\$47.00	\$47.00
x	43D	Dark Car Feature (Chime and Interior lights)	\$23.50	\$23.50
		Bluetooth Standard		
x	60R	Noise Suppression Bonds	\$94.00	\$94.00
x	76R	Reverse Sensing	\$258.50	\$258.50
	86P	Front Headlight Housing Only - Std		
x	87R	Rear View Camera in Rear View Mirror	N/C	\$0.00
x	52P	Hidden Door Lock Plunger & Rear Door Handle INOP	\$150.40	\$150.40
x	51T	Spot Light - Driver Only (Whelen LED Bulb)	\$394.80	\$394.80
x	52T	Class III Trailer Tow Lighting Package	\$75.20	\$75.20
x	59B	Keyed Alike - 1284X	\$47.00	\$47.00
x	68B	Police Perimeter Alert	\$634.50	\$634.50
		Total Per Vehicle		\$33,872.10
		Number of Vehicles	12	\$406,465.20

MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE CONNECTICUT DEPARTMENT OF EMERGENCY SERVICES
AND PUBLIC PROTECTION
AND
CITY OF NORWALK

AGREEMENT, made this day of _____, 2019, by and between the Connecticut Department of Emergency Services and Public Protection, Division of Statewide Emergency Telecommunications (hereinafter "DESPP"), acting herein by its Commissioner, James Rovella, having a principal business address at 1111 Country Club Road, Middletown, Connecticut, 06457, and the City of Norwalk, acting herein by Harry W. Rilling, Mayor, duly authorized, hereinafter referred to as "the City", having a principal office at 125 East Avenue, Norwalk, CT 06851. This Memorandum of Understanding ("MOU") is intended to set forth the parties' agreement with respect to use of the Connecticut Land Mobile Radio Network (hereinafter "the CLMRN") by the City and use by the City of City-owned subscriber units for incorporation into the CLMRN.

WITNESSETH:

WHEREAS, DESPP maintains the Connecticut Land Mobile Radio Network (CLMRN);

WHEREAS, DESPP wishes to encourage the shared use of the CLMRN in the State of Connecticut;

WHEREAS, the City wishes to share in the use of the CLMRN in order to efficiently improve public safety communications and enhance public safety;

WHEREAS, both DESPP and the City believe that shared use of the CLMRN will improve public safety communications and enhance the interests of public safety within the City' borders, while it provides such improved service at a greater value to taxpayers;

NOW, THEREFORE, in consideration of mutual covenants and conditions hereinafter stated, the parties agree as follows:

1. Effective Date and Term:

This MOU shall be effective when all parties have executed it and all required approvals have been granted. This MOU may be modified upon the mutual written consent of the parties. The initial term of the MOU shall be for five years; renewable for four additional five-year terms. Each successive term shall automatically renew, unless the parties give two years' written notice.

2. Authority to Enter into MOU:

DESPP is authorized to enter into this MOU by action of the Commissioner of the Department of Emergency Services and Public Protection under authority of CGS § 4-8.

The City is authorized to enter into this MOU pursuant to its general powers provided under CGS § 7-148 et seq. and the City of Norwalk Charter.

3. City' Responsibilities:

- A. Prior to joining the CLMRN, the City shall ensure that it meets all equipment and other requirements necessary to ensure compatibility with and protect against degradation of the CLMRN. Such equipment and other requirements shall include, but not be limited to, portable radios, mobile radios, dispatch consoles, building enhancements, antennas, cabling, backup power, recording devices and subscriber devices/units.
- B. The City may only use DESPP-approved radios, with authorized and validated serial numbers, talk groups and radio ID's. A list of approved radios is available upon request. The City is responsible for the programming of its subscriber units. Before programming any subscriber units, the City shall provide a list of the radios, each identified by: vendor/service provider, manufacturer, model number, serial number, configuration, firmware release, flash version or operating version, and the template it proposes to use.
- C. In the event that the City desires enhanced radio coverage that requires additional radio site(s), the City shall fund the costs of procuring and equipping any such additional sites. Maintenance costs for any such additional sites shall be the responsibility of the City.

- D. The City shall purchase all portable and mobile radios ##### City subscribers approved by DESPP. Subsequent subscribers may be added by mutual agreement.
- E. The City shall provide compatible dispatch consoles, if desired.
- F. The City shall secure all necessary licensing fees for all City purchased and maintained equipment.
- G. The City shall fund, maintain, repair and secure reasonable upgrades to portable and mobile radios, dispatch consoles and other necessary equipment.
- H. The City may make further upgrades during the term of the MOU, provided that such upgrades are approved by DESPP.
- I. The City shall provide reasonable support to DESPP in managing the City's use of the CLMRN.
- J. The City and DESPP shall mutually agree on an initial programming template and all subsequent changes for all consoles and subscriber units.
- K. The City agrees to hold and treat all subscriber programming information as confidential/public safety sensitive and will not release any information to any third-party without approval of DESPP, except as provided by law.

4. DESPP's Responsibilities

- A. DESPP shall provide reasonable support to the City for the management of the CLMRN. "Reasonable support" contemplates that DESPP will make a "best effort" as such phrase is commonly understood. This MOU does not contemplate that DESPP will provide specific state resources or service levels. Additionally, DESPP does not make any warranties, express or implied, regarding operation of the CLMRN.
- B. DESPP shall make its best effort to ensure that participation by other municipalities will not degrade performance of the CLMRN within the City's borders.

- C. DESPP shall review requests for additional subscriber units or talk groups from the City and consider the capacity of the overall system, the impact on system management, the desired grade of service as well as the system capacity in the geographic area of the City when rendering a decision on the request.
- D. DESPP agrees to resolve disputes between it and the City at the manager/supervisor level whenever practicable. Disputes that cannot be resolved at the designated manager/supervisor level shall be elevated to the level of the director of DSET or designee and the chief elected official or designee.
- E. DESPP shall be responsible for the assignment of subscriber identification numbers and assignment of talk groups. DESPP is not responsible for the programming of subscriber units not owned by DESPP.
- F. DESPP shall provide access to the CLMRN without charging a user fee or subscriber fee for the entire duration of this MOU.

5. Other Terms and Conditions:

- A. Subscriber unit coverage is not guaranteed and will vary from location to location. The City is encouraged to conduct its own radio communications coverage test to determine the expected coverage level in its desired coverage areas.
- B. Private calling permits properly programmed radios to engage in "one-on-one" conversations. Only the initiating and target radios are able to communicate. Private calling can significantly tie up system resources. At the discretion of DESPP, certain subscriber units of the City may be permitted to access private calling, after DESPP makes a determination of the need and potential impact to the System.
- C. System keys for programming are authorized only to the City for the purposes as specified in this agreement. System keys are to remain in the possession of the designated City representative(s) at all times. When not in use, system keys shall be secured. System keys are subject to audit and will be issued for one year, renewable for the duration of the agreement.
- D. The programming of unauthorized talk groups will be considered a violation of this MOU and may result in the revocation of programming privileges.

- E. The City assumes responsibility and liability for programming of their subscribers and their proper functioning.
- F. Programming can be a complicated and time consuming process. The City represents that those that are permitted to program radios to be used on the CLMRN have attended and successfully demonstrated competence at manufacturer-level training for the subscribers to be used on the network.
- G. The City represents and warrants to DESPP that they have duly authorized execution and delivery of this MOU and the obligations assumed by them hereunder; that the City shall comply with all applicable state and federal laws and municipal ordinances in satisfying their obligations under and pursuant to this MOU; that the execution, delivery and performance of this MOU shall not violate, be in conflict with, result in a breach of or constitute (with or without due notice and/or lapse of time) a default under any of the following as applicable: (i) any provision of law; (ii) any order of any court or department; or (iii) any indenture, agreement, document, or other instrument to which it is a party or may be bound.
- H. Executive Orders

This MOU is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings, Executive Order No. Sixteen of Governor John G. Rowland, promulgated August 4, 1999, concerning violence in the workplace, Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, and Executive Order No.49 of Governor Dannel P. Malloy, promulgated May 22, 2015, which mandates disclosure of gifts to public employees and campaign contributions to candidates for statewide public office or the General Assembly for state contracts valued at more than \$50,000, in accordance with their respective terms and conditions, all of which are incorporated into and are made a part of the MOU as if they had been fully set forth in it.

- I. This MOU, its terms and conditions and claims arising therefrom shall be governed by Connecticut law and court decisions without giving effect to Connecticut's principles of conflicts of laws.
- J. Nothing in this MOU shall be construed as a waiver or limitation of sovereign immunity by the State of Connecticut or DESPP.

- K. This MOU contains the entire understanding between the parties hereto and supersedes any and all prior understandings, negotiations and agreements, whether written or oral, between them respecting the subject matter herein.
- L. The parties each bind themselves, successors, assigns and legal representatives with respect to all covenants of this MOU.
- M. Any notices required or permitted under this MOU shall be deemed to be given when hand-delivered or one business day after pick up by an overnight express service to the parties below:

As to the City of Norwalk

Mayor

125 East Avenue
Norwalk, CT 06851

As to the State of Connecticut:

Director of Statewide Emergency Telecommunications or designee
1111 Country Club Road
Middletown, CT 06457

STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES
AND PUBLIC PROTECTION

Date_____

By_____

James Rovella
Its Commissioner
Duly Authorized

CITY OF NORWALK

Date_____

By_____

Harry W. Rilling
Its Mayor
Duly Authorized

Date_____

By_____

Thomas E. Kulhawik
Its Chief of Police
Duly Authorized