

Community Services & Personnel Committee

Meeting Agenda

Wednesday, May 19, 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 April 21, 2021
4. Discussion
Updates-Community Services Department, Lamond Daniels
5. Action Items:
 - a. Authorize the Mayor, Harry W. Rilling, to execute a program support agreement between the City of Norwalk and Connecticut Institute for Communities, Inc. for funding support, monitoring and reporting for the Early Head Start and Head Start programs in the amount of \$500,000.
 - b. Authorize the Mayor, Harry W. Rilling to execute any and all documents necessary to accept and receive Child Day Care grant funds allocated to the City of Norwalk from the State of Connecticut, Office of Early Childhood for State Fiscal Year 2021 and 2022.
 - c. Authorize the Mayor, Harry W. Rilling, to execute any and all documents necessary for shared space license agreements to regional social service providers selected by the Community Services Department to provide services and assist residents in City Hall.

- d. Authorize the Mayor, Harry W. Rilling, to execute an agreement between the City of Norwalk and Family and Children's Agency to serve as the Municipal Agent for the Elderly effective July 1, 2021 for a two year term in the amount of \$150,000 yearly.

6. Adjourn

The next regular meeting is scheduled for Wednesday, June 16, 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
APRIL 21, 2021
VIA ZOOM**

ATTENDANCE: Barbara Smyth, Chair; Tom Keegan, Diana Revolus, Nicholas Sacchinelli, Greg Barnett, David Heuvelman, Dominique Johnson, Kadeem Roberts

STAFF: Ray Burney, Lamond Daniels

CALL TO ORDER/ROLL CALL

Ms. Smyth called the meeting to order at 7:01p.m. the roll was called and a quorum was present.

PUBLIC COMMENT

Ms. Lucella came forward to address the committee. She is encouraging the Committee look at other towns that have grant professionals such as Bridgeport, Stamford, Newtown and Greenwich. There should be a public hearing.

APPROVAL OF MINUTES FROM MEETING HELD ON MARCH 17, 2021

****MR. BARNETT MADE A MOTION TO APPROVE THE REVISED MINUTES OF MARCH 17, 2021**

****MOTION PASSED UNANIMOUSLY**

ACTION ITEMS

Authorize the Mayor, Harry W. Rilling, to execute any and all documents necessary to accept the United Way of Coastal Fairfield County, Covid Relief Town Residents in Need Grant in the amount of \$4,000.

****MR. ROBERTS MADE A MOTION TO MOVE THIS ITEM**

Mr. Daniels explained this grant. It is a one time grant, but it will help a few families pay for the services that they need. It helps with mental health and also youth services.

****MOTION PASSED UNANIMOUSLY**

**DISCUSSION: UPDATES & PRESENTATION ON CHILD & FAMILY RESOURCES
BY THE COMMUNITY SERVICES DEPARTMENT, LAMOND DANIELS**

Mr. Daniels went through a slide show on community services for children and families. These services include Child Services, the Health Department, Public Library, Norwalk Youth Services, Initiative Schools, Early Childhood, Fair Rent and Parks & Recreation. They are also trying to remove the travel barrier with the Regional Offices. The committee praised Mr. Daniels on how well he is doing. They are trying to get a grant for the family navigators pilot program.

DISCUSSION AND APPROVAL OF GRANTS COORDINATOR POSITION

****MR. SACCHINELLI MADE A MOTION TO APPROVE OF THE LANGUAGE IN
THE JOB DESCRIPTION**

The Committee would like to have the language decided upon tonight so the posting can be listed tomorrow or Friday. Mr. Burney said down the road this position might go full time, but it is definitely part time now. The committee would like the idea of accountability being added in the description. They also want "Must meet a quota". They want the idea of "proactively pursue grants".

There was much discussion on what this would entail, but they were interested in approving the actual description wording so it could get posted. This person would do the finding of grants and the administrative work and the departments would write the subject matter for the various grants.

****THE MOTION PASSED UNANIMOUSLY WITH THE REVISIONS TO THE JOB
DESCRIPTION.**

ADJOURNMENT

****MS. REVOLUS MADE A MOTION TO ADJOURN THE MEETING
MOTION PASSED UNANIMIOUSLY

Meeting was adjourned at 8:27pm.

Respectfully submitted,
R. Bromark
Telesco Secretarial Services



TO: Members of the Community Services and Personnel Committee
FROM: Mary Oster, Early Childhood Coordinator
SUBJECT: Program Support Agreement By and Between City of Norwalk and Connecticut Institute for Communities, Inc. (CIFIC)
DATE: May 7, 2021

Connecticut Institute for Communities, Inc. (CIFIC) operates the Greater Norwalk Head Start and Early Head Start programs in Norwalk located at Nathaniel Ely and Ben Franklin Centers. They serve 156 children ages 6 weeks to 5 years of age in the federally funded program. All children live in Norwalk (catchment area is Norwalk, New Canaan, Westport, Weston and Wilton) and qualify by family income. The program is full year, hours are 9 AM-3 PM. They also offer an extended day option (7:30 AM-5:30 PM).

A non-federal match is required for Head Start programs. CIFIC receives a total of \$500,000 annual in quarterly payments of \$125,000 each from the city of Norwalk. Prior to the restructuring of the grants program there was no formal reporting/monitoring procedure. This agreement serves to provide a formal structure for reporting and monitoring.

Action to be taken:

1. Authorize the Mayor, Harry W. Rilling, to execute a program support agreement between the City of Norwalk and Connecticut Institute for Communities, Inc. for funding support, monitoring and reporting for the Early Head Start and Head Start programs.



TO: Members of the Community Services and Personnel Committee
FROM: Mary Oster, Early Childhood Coordinator
SUBJECT: Amendment to State Contract (Child Daycare Funding) 20OECCDC01NWK
DATE: May 14, 2021

The State of Connecticut is amending the Child Daycare Contract to allow for the total maximum amount payable under this contract to increase by \$24,342.30 from \$2,672,728.04 to \$2,697,070.34. This is due to a rate increase for preschool slots funded under the contract. The per slot funding is increasing from \$165.32 to \$171.61 per week.

Action to be taken:

- 1. Authorize the Mayor, Harry W. Riling to execute any and all documents necessary to accept and receive Child Day Care grant funds allocated to the City of Norwalk from the State of Connecticut, Office of Early Childhood for State Fiscal Year 2021 and 2022.**



CITY OF NORWALK
Lamond Daniels, LCSW, MPA
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P: 203-854-7718 /C: 475-459-8532

Norwalk City Hall
125 East Avenue, Room #202
Norwalk, CT 06856-5125

TO: Members of the Community Services and Personnel Committee
FROM: Maria Escalera, Human Services Director
SUBJECT: Municipal Agent for the Elderly
DATE: May 19, 2021

The Municipal Agent for the Elderly program was established by the Connecticut State Legislature in order to assure that each of the 169 towns and cities have an officially appointed town representative to assist individuals 60 and over in their community.

The Municipal Agent is a person/organization who assists town residents ages 60+ by providing information and referrals to local, state, and federal services and benefit programs and is appointed by chief elected official for a two or four year term.

The City of Norwalk, Community Services Department, is writing this letter of intent to proceed with Family and Children's Agency as the recommended awarded proposer for the Municipal Agent for the Elderly RFP 4006 issued by this Department and the Purchasing Department on March 01, 2021.

Action to be taken:

1. Authorize the Mayor, Harry W. Rilling, to execute an agreement between the City of Norwalk and Family and Children's Agency to serve as the Municipal Agent for the Elderly effective July 1, 2021 for a two year term.