AGENDA

Call to Order

1. Public Comment

2. Approval of Minutes
   ● February 28, 2022

3. Old Business
   ● Recommended Name Change and Charge to the Personnel Committee
   ● Status of Personnel Appeals Board

4. New Business
   ● Advanced hiring of Community Services Coordinator

Adjournment
Town of Mansfield
Personnel Committee Meeting
Monday, February 28, 2022
Virtual Meeting – Zoom
5:30 P.M.

Draft Minutes

Members Present: Ronald Schurin (Chair), Brian Coleman and Terry Berthelot
Staff Present: Holly Schaefer, Kelsey Haddad, Ryan Aylesworth, Tasha Smith
Other council members present: Toni Moran

Ronald Schurin called the meeting to order at 5:31 p.m.

1. PUBLIC COMMENT
   Ronald Schurin closed public comment as no members of the public were in attendance or sent in their comments.

2. APPROVAL OF MINUTES
   Ronald Schurin asked for a motion to approve the draft minutes from the January 24, 2022 Personnel Committee meeting. Brian Coleman so moved, and Ronald Schurin seconded. All in favor, motion passed unanimously.

3. AGENDA ITEMS: TOWN COUNCIL RULES OF PROCEDURE
   Ronald Schurin discussed the differing opinions on amending rule 2-h, stating that he preferred to maintain and comply with the current language. Ronald Schurin moved to amend rule 2-h stating, “The Town and the clerk of the council shall in accordance with the Freedom of Information Act will keep, for public inspection, minutes for all its proceedings including all role call votes and indicating action which shall be the official record of Town Council proceedings.” Thus, eliminating the words “deliberation and discussions.” Schurin continued, “Members of the council may submit to the clerk for inclusion as supplement to the minutes comments delivered in council in discussion and deliberations leading to role call votes. The journal shall be authenticated for each meeting…” “the tape of council meeting should be available from 7 days there after.” Schurin so moved to approved proposal. No second. Motion failed.
   Coleman stated that he wanted to maintain and enforce the Rules of Procedure as they stand now. Coleman then shared his screen to discuss Article 10 of Robert’s Rules. The committee discussed what is required in the minutes by the FOIA versus what is Town policy. Schurin suggested that Council members include their comments, views, etc. within council packets. Moran voiced concerns that this could be burdensome on council members. Berthelot voiced concern that this may distort the historical record of the processes.

4. NEW BUSINESS – COMMITTEE NAME CHANGE & CHARGE
   Schurin discussed proposed renaming of the Personnel Committee and read original responsibilities of the committee. The Personnel Committee is currently advisory. Aylesworth reviewed the charter document and proposed adjustments. Coleman requested history on Town Manager evaluation procedures. Schurin provided insight to recent evaluation. Schurin suggested members bring notes on Town manager evaluations to the next meeting for discussion. Schurin and Moran discussed the Personnel Appeals Board and the lack of use of this function. Berthelot recommended having staff review the current Non-union grievance procedure.
   Schurin requested motion to adjourn. Berthelot so moved, Coleman seconded. Motion passed.
5. ADJOURNMENT
   Meeting adjourned at 6:17pm.

Respectfully submitted,
Kelsey Haddad, Human Resources
March 28, 2022

TO: Mansfield Town Council
FROM: Town Council Personnel Committee
SUBJECT: Recommended Name Change and Charge to Personnel Committee

The Personnel Committee recommends to the Town Council the following adoption of a name change to the “Personnel and Procedures Committee” and a general charge to the Committee. The goals of these recommendations is to clarify the role of the Committee for the public, new members of the Committee, and the Council itself.

Two points, already well-known, should be made clear.

First, all members of the Council are ex officio members of the Committee. While only the three members have a vote, all council members may participate in discussions and review committee documents.

Second, the Committee has no final authority on any matter. Its function is to recommend actions to the Council. An additional function is to consult with the Town Manager and other relevant town staff on matters, including those listed below, to share thoughts and offer advice.

The recommendations are as follows:

First, the Personnel Committee should be re-designated the Personnel and Procedures Committee, which more accurately reflects the scope of its function.

Second, the Personnel and Procedures Committee is charged by the Town Council with the functions listed below. Other functions may be added as appropriate.

I. Town Management

Recognizing that pursuant to Section 502 of the Town Charter, the Town Manager is “responsible to the Council for the supervision, direction and administration of all departments, agencies and offices,” the Committee may:

- Administer, in coordination with the Council, the periodic evaluation of the Town Manager.
- Review and advise the Council, on the Town Manager’s (or subordinates’) proposals for organization of Town administration.
- Review and advise the Town Council on collective bargaining agreements with town employee associations.
- Review and advise the Town Council on matters pertaining to Town Manager recommendation on Town staff classification and compensation.
- Review and advise the Town Council on matters pertaining to Town employee insurance and other benefits.
• Review and advise the Town Council on matters pertaining to Town Manager recommendations on major working condition policy matters (e.g., harassment protection, on-line work, holidays and hours)
• Review and advise the Town Council on Town Manager recommendations relating to professional development of Town staff.

II. Recruitment of professional assistance

• Conduct processes for, and advise the Council on, recruitment and retention of specific contractual services (e.g., Town Attorney)

III. Advice on Council Procedures

• Review, evaluate and make recommendations to the Town Council regarding the town’s Rules of Procedure and other procedural matters that may arise as a result of Council recommendations or requests.
**General Summary:**
The Community Services Coordinator is responsible for administrative and project support for programs and projects that create or preserve affordable housing and help stabilize low income residents in Mansfield and surrounding communities. This position will have responsibility for the following programs: CDBG/Small Cities Grant, ARPA assistance to economically distressed individuals, Mansfield Farms to Families Program, Affordable Housing, Fee Waiver and Campership. This position will work in coordination with the Human Services Department to assist in delivering these programs. The position reports to the Director Planning & Development.

**Essential Functions:**

1. Coordinate and implement all human services grants and program income activities, including the housing rehabilitation program.
2. Coordinates the preparation and publication of requests for proposals, screens responses for compliance with proposal guidelines and threshold criteria; coordinates evaluation process, and documents award decisions.
3. Develop applications, review applications for eligibility in accordance with HUD guidelines. Coordinate procurement of services in accordance with program rules, coordinate program participants and contractors, manage day-to-day service provision, maintain files and prepare required reports.
4. Assist in the development, marketing and outreach of eligible activities for all programs assigned. (ARPA, CDBG, MFFP, etc.)
5. Provide support to residents in starting and completing the application progress for program assistance. Review and process applications for all programs which includes maintaining and retaining all required records.
6. Prepare accurate reports to the Finance Department and other State and Federal agencies as required.
7. Implement affordable housing assistance programs that are developed as a result of the Affordable Housing Trust Fund
8. Monitor compliance with affordable housing provisions associated with new developments.
9. Provides on-going support for both virtual and in person meetings involving Town staff and external partners.
10. Other duties as assigned.
**Other Functions:**

1. Grant writing
2. Community outreach to solicit funds to maintain and/or sustain program funding as needed.

**Education & Experience:**

**Education:**
A minimum of an Associate’s Degree or equivalent work experience.

**Experience:**
At least three years of professional program support, logistical, and coordination experience.

**Knowledge, Skills & Abilities:**

This position requires the following knowledge:

- Familiarity with HUD funding programs, particularly CDBG.
- Program administration and/or analytical experience.
- Expertise with reviewing, updating, approving and tracking applications.
- Experience reviewing and/or monitoring grant agreements, contracts or other types of funding agreements.

This position requires the following skills:

- Excellent customer service skills.
- Strong oral and written communication skills
- Strong organizational/project management skills
- Strong computer skills, including proficiency in Microsoft products (Word, Excel, Outlook)
- Self-starter who requires very little supervision

This position requires the ability to:

- Work in diverse communities with a variety of community stakeholders

**Licenses & Certifications:**

State of Connecticut Certification in Small Cities Grant

Possess a valid driver’s license.

**Working Conditions & Environment**
<table>
<thead>
<tr>
<th>Physical Activities</th>
<th>Amount of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>None</td>
</tr>
<tr>
<td>Stand</td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td></td>
</tr>
<tr>
<td>Sit</td>
<td></td>
</tr>
<tr>
<td>Speak or hear</td>
<td></td>
</tr>
<tr>
<td>Use hands to finger, feel, type or text</td>
<td></td>
</tr>
<tr>
<td>Climb or balance</td>
<td></td>
</tr>
<tr>
<td>Stoop, kneel, crouch or crawl</td>
<td></td>
</tr>
<tr>
<td>Reach with hands and arms</td>
<td></td>
</tr>
<tr>
<td>Taste or smell</td>
<td></td>
</tr>
<tr>
<td>Push or pull</td>
<td></td>
</tr>
<tr>
<td>Repetitive motions</td>
<td></td>
</tr>
<tr>
<td>Driving (including driver's license)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lifting Requirements</th>
<th>Amount of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>None</td>
</tr>
<tr>
<td>Up to 10 pounds</td>
<td></td>
</tr>
<tr>
<td>Up to 25 pounds</td>
<td></td>
</tr>
<tr>
<td>Up to 50 pounds</td>
<td></td>
</tr>
<tr>
<td>Up to 100 pounds</td>
<td></td>
</tr>
<tr>
<td>More than 100 pounds</td>
<td></td>
</tr>
</tbody>
</table>
### Environmental Conditions

<table>
<thead>
<tr>
<th>Environmental Conditions</th>
<th>Amount of Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td>&lt; 1/3</td>
</tr>
<tr>
<td>Work near moving mechanical parts</td>
<td>X</td>
</tr>
<tr>
<td>Work in high places</td>
<td>X</td>
</tr>
<tr>
<td>Risk of electrical shock</td>
<td>X</td>
</tr>
<tr>
<td>Risk of radiation</td>
<td>X</td>
</tr>
<tr>
<td>Work in extreme weather conditions</td>
<td>X</td>
</tr>
<tr>
<td>Exposure to blood or other body fluids</td>
<td>X</td>
</tr>
<tr>
<td>Exposure to hazardous chemicals</td>
<td>X</td>
</tr>
</tbody>
</table>

### Special Vision Requirements

<table>
<thead>
<tr>
<th>X</th>
<th>Close vision</th>
<th>Distance vision</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Color vision</td>
<td>Peripheral vision</td>
</tr>
<tr>
<td></td>
<td>Depth perception</td>
<td>Ability to adjust focus</td>
</tr>
</tbody>
</table>

### Noise Level in the Environment

<table>
<thead>
<tr>
<th>Very quiet</th>
<th>Quiet</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Moderate noise</td>
</tr>
<tr>
<td>Very loud noise</td>
<td></td>
</tr>
</tbody>
</table>

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. This description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the Town as necessary.
To: Personnel Committee
From: Holly Schaefer, Director of Human Resources
Cc: Ryan J. Aylesworth, Town Manager
    Linda Painter, Director Planning Development
Date: March 28, 2022
Re: Advance Hiring of Community Services Coordinator position

Subject Matter/Background:
The Planning and Development Department currently administers the following programs:
- CDBG/Small Cities Grant Coordinator
- ARPA Assistance to Economically Distressed Individuals
- Affordable Housing
The Director Planning & Development and the Planner I have taken on the responsibility for delivering these programs, in addition to their regular job duties and responsibilities.

The Human Services Administrative Specialist currently has the responsibility for the following programs:
- Mansfield Farms to Families
- CDBG Grant for Groceries
- Fee Waiver Program (application review, record retention for program)
- Campership Program (marketing, applications for P&R camp programs)
The Administrative Specialist administers these programs in addition to their regular job duties and responsibilities.

There have been on-going challenges in spending the CDBG monies granted to the Town. Recent recommendations have been to expand the program to adjacent towns with the purpose of spending all of the grant money.

Financial Impact:
The hiring of a Community Services Coordinator is in the Planning & Development 2022/2023 Service Improvement/Resource Request fiscal budget. This request is to hire the Community Services Coordinator two months early (May 1, 2022) at the CSEA Professional/Technical Salary Grade 15 Step 1, with an annual starting base salary of $48,671.28 with benefits included will be $60,396.19 annually. Filling this position 2 months early (May & June) prior to the start of the fiscal will have an increased expense of $9,950.
**Recommendation:**
Combine the current relevant job duties and responsibilities being performed by the Director Planning & Development, Planner I and the Administrative Specialist into the position of Community Services Coordinator. This will result in increased community outreach and communication, creating one point of direct contact for Mansfield residents to assure that relevant grant monies given to the Town currently and in the future be effectively expended.

If the Personnel Committee concurs with the Town Manager, Director Planning & Development and the Human Resources Director's recommendation, the following motion is in order:

*Move, effective March 28, 2022 to endorse hiring a full time Community Services Coordinator in the Planning and Development Department starting on May 1, 2022, two months in advance.*

**Attachment:**
Job description Community Services Coordinator