AGENDA

Special Meeting

Call to Order

1. Public Comment

2. Approval of Minutes
   - March 28, 2022

3. Old Business
   - Review of the Charge of the Personnel Committee and Committee Name Change
   - Review of Personnel Appeals Board
   - Review of Town Manager Performance Evaluation
   - Review of Community Assistance Coordinator updated job description

4. New Business
   - None

Adjournment
Town of Mansfield  
Personnel Committee Meeting  
Monday, March 28, 2022  
Conference Room B  
6:00 P.M.  

Draft Minutes

Members Present: Ronald Schurin (Chair), Brian Coleman and Terry Berthelot  
Staff Present: Holly Schaefer, Kelsey Haddad, Ryan Aylesworth  
Other council members present: Toni Moran  
Other in attendance: Kevin Deneen (Town Attorney)

Ronald Schurin called the meeting to order at 6:01 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 February 28, 2022 Personnel Committee meeting. Terry Berthelot so moved, and Ronald Schurin seconded. All in favor, motion passed unanimously.

3. AGENDA ITEMS: CHARGE OF THE COMMITTEE  
   Schurin presented the topic of the charge of the committee. Kevin Deneen discussed the Town charter in relation to the Personnel Committee.  
   Coleman suggested adding Diversity and Equity to Personnel Committee charge. Berthelot suggested that such concerns are the province of Human Resources. Coleman suggested a review of this process.  
   Aylesworth discussed the Town Manager evaluation process and Moran provided history on these evaluations, including that the Town Council decides to have the Personnel Committee conduct the evaluation. Deneen suggested different wording for this responsibility. Coleman requested clarification on dates of Town Manager evaluations, Moran provided insight, stating that Town Manager evaluations may be conducted in preparation for Fiscal Year budgeting. Berthelot suggested adding the evaluation topic to the next agenda.  
   Coleman questioned Town Manager evaluation design process and Berthelot explained that the Personnel Committee designs the evaluation. Schurin suggested presenting a revised copy of the charge at a subsequent Town Council meeting.  
   Berthelot so moved to adopt the charge of the Personnel Committee as amended, Coleman seconded. All in favor, motion passed.

4. NEW BUSINESS – PERSONNEL APPEALS BOARD  
   Schurin presented the history of the Personnel Appeals Board. Schaefer discussed lack of need of the Board over the past several years. Berthelot explained process to unappoint members, suggested not appointing new members. Schurin and Coleman voiced concern in appointing members after grievance has been issued. Committee and Deneen discussed setting terms of service. Berthelot asked that Schaefer prepare proposal.

NEW BUSINESS – ADVANCED HIRING OF COMMUNITY SERVICES COORDINATOR
Members discussed the proposal of an advanced hiring process for a new position, Community Services Coordinator. Aylesworth expanded upon the duties and needs of the position. Members discussed changes to the “requirement” section of the job description. Coleman proposed amendment to the motion, “Move, effective March 28, 2022 for Council Consideration a full time Community Services Coordinator in Planning and Development starting on May 1, 2022, two months in advance.” No second, motion failed. Berthelot moved, “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.” Schurin seconded. Coleman opposed. Motion passed. Coleman moved to adjourn the meeting, Berthelot seconded. All in favor, motion passed.

5. ADJOURNMENT
Meeting adjourned at 6:58pm.

Respectfully submitted,
Kelsey Haddad, Human Resources

March 28, 2022

TO: Members of the Town Council
FROM: Members of the Personnel Committee
SUBJECT: Proposed changes to the Town Council for the charge and name change of the Personnel Committee

It has been suggested that a formal “charge” to the Personnel Committee be developed, possibly in conjunction with a renaming of the committee to the “Personnel and Procedures Committee.” The charge would, of course, come from the Town Council. What follows is a set of thoughts to be considered in the context of our ultimate recommendation to the Council.

A couple of points, already well-known, should be made clear.

First, all members of the Council are ex officio members of the Personnel 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.

With that in mind, following are items that might be included in the Council’s charge to the committee.
The Personnel Committee, to be redesignated the Personnel and Procedures Committee, will perform the following functions as advisory to the Town Council:

**Town Management:**

Recognizing that pursuant to Section 502 of the 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, at the direction of 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.
- For those matters within the purview of the Town Council, review and advise the Town Council on matters pertaining to Town Manager recommendations on major working condition policy matters

**Recruitment of professional assistance**

- Conduct processes for, and advice the Council on, recruitment and retention of specific contractual services under the purview of the Council under the Charter (e.g., Town Attorney)

**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.
<table>
<thead>
<tr>
<th>Town of Mansfield</th>
<th>Summary Overview</th>
<th># Total Members</th>
<th># Members Same Political Party</th>
<th># Members Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Appeals Board</td>
<td>To hear and decide any grievance of any employee of the Town of Mansfield has not been resolved by the Town Manager. Grievance an employee claim that discharge or suspension was arbitrary or capricious or constituted discrimination.</td>
<td>Five (5)</td>
<td>Two (2) of whom appointed by Town Manager. Three (3) of whom appointed by Town Council</td>
<td>No more three (3) same political party.</td>
</tr>
<tr>
<td>Board of Ethics</td>
<td>The Board of Ethics shall: Compile and maintain a record of all reports, advisory opinions, statements, and memoranda filed with the Board to facilitate public access to such reports and statements in instances in which such public disclosure is legally permissible. Issue advisory opinions with regard to the requirements of this Code of Ethics upon the request of any public official, public employee or agency of the Town regarding whether his or her own present or potential action may violate any provision of this code. The Board of Ethics shall prepare and submit to the Town Council an annual report of its actions during the preceding 12 months and its recommendations, if any.</td>
<td>Five (5) electors Members appointed by Town Council serve for a term of three years Two (2) Alternate members appointed by Town Council serve for a term of two years</td>
<td>No more three (3) members and no more than one (1) alternate member of the same political party</td>
<td>Three members shall constitute a quorum</td>
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<table>
<thead>
<tr>
<th>State of Connecticut</th>
<th>Summary Overview</th>
<th># Total Members</th>
<th># Members Same Political Party</th>
<th># Members Quorum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel Appeals Board</td>
<td>Any town, city or borough may, by ordinance create a personnel appeals board.</td>
<td>Five (5)</td>
<td>Not more than three (3) members of the same political party.</td>
<td>Three members shall constitute a quorum</td>
</tr>
<tr>
<td>First Name:</td>
<td>Last Name:</td>
<td>Committee:</td>
<td>Appointing Body:</td>
<td>Start Date:</td>
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<tr>
<td>------------</td>
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<td>-------------</td>
</tr>
<tr>
<td>Joseph</td>
<td>Emerzian</td>
<td>Personnel Appeals</td>
<td>Town Manager</td>
<td>10/31/1978</td>
</tr>
<tr>
<td>Donald-M.</td>
<td>Nolan</td>
<td>Personnel Appeals</td>
<td></td>
<td>1/14/1980</td>
</tr>
<tr>
<td>Lee E.</td>
<td>Terry</td>
<td>Personnel Appeals</td>
<td>Town Council</td>
<td>2/22/2010</td>
</tr>
</tbody>
</table>
To: Personnel Committee  
From: Holly Schaefer, Director of Human Resources  
Cc: Ryan J. Aylesworth, Town Manager  
  Patricia Schneider, Director Human Services  
  Linda Painter, Director Planning & Development  
Date: April 25, 2022  
Re: Advance Hiring of Community Assistance Coordinator position

Subject Matter/Background:  
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.
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.

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, in the timeframe allotted.

Financial Impact:
This would result in taking the current 2022/2023 Service Improvement/Resource Request that was in the Planning and Development fiscal budget and move it to hire a full time Community Assistant Coordinator to the Human Services Department. This request is to hire the Community Assistant Coordinator one month early (June 1, 2022) at the CSEA Professional/Technical Salary Grade 17 Step 1, with an annual starting base salary of $53,293.59 with benefits included will be $66,132.02 annually. Filling this position a month early (June 1, 2022) prior to the start of the fiscal year will have an increased expense of $5,500.
**Recommendation:**
Combine the current relevant job duties and responsibilities being performed by the Planning & Development Department and the relevant job duties being performed by the Administrative Specialist in the Human Services Department into the position of Community Assistance 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 will be effectively expended.

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

*Move, effective April 25, 2022 to endorse hiring a full time Community Assistance Coordinator in the Human Services Department starting on June 1, 2022, one month in advance.*

**Attachment:**
Job description Community Assistance Coordinator
General Summary:
The Community Assistance 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. The position reports to the Director Human Services.

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:**
Bachelor’s Degree from an accredited college or university with major course work in human services or equivalent work experience.

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

**Knowledge, Skills & Abilities:**

This position needs 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 needs 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 needs the ability to:

- Work in diverse communities with a variety of community stakeholders
- Work a flexible weekly schedule to meet program delivery and residents needs

**Licenses & Certifications:**

State of Connecticut Certification in Small Cities Grant – begin certification process within six (6) months and completion within twelve (12) months of starting in the position

Possess a valid driver’s license.
## Working Conditions & Environment

### Physical Activities

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

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<thead>
<tr>
<th>Lifting Requirements</th>
<th>Amount of Time</th>
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<tbody>
<tr>
<td></td>
<td>None</td>
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<tr>
<td>Up to 10 pounds</td>
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<tr>
<td>Up to 25 pounds</td>
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<tr>
<td>Up to 50 pounds</td>
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<tr>
<td>Up to 100 pounds</td>
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<tr>
<td>More than 100 pounds</td>
<td></td>
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<tr>
<td><strong>Environmental Conditions</strong></td>
<td><strong>Amount of Time</strong></td>
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<tr>
<td>------------------------------------------------------</td>
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<tr>
<td></td>
<td>None</td>
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<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>
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<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>
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<tr>
<td>Exposure to hazardous chemicals</td>
<td>X</td>
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</tbody>
</table>

| **Special Vision Requirements**                      |                |
|                                                      | X Close vision | Distance vision |
|                                                      | X Color vision | Peripheral vision |
|                                                      | Depth perception | X Ability to adjust focus |

| **Noise Level in the Environment**                    |                |
|                                                      | Very quiet     | Quiet          |
|                                                      | X Moderate noise | Loud noise   |
|                                                      | Very loud noise |                |

*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.*