

BLOOMFIELD TOWN COUNCIL

ADMINISTRATION & EDUCATION SUBCOMMITTEE

There was a regular meeting of the above referenced subcommittees held on Monday, June 6, 2016 at 6:30 p.m. in Conference Room #5, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

Committee members present were: Mayor Gamble, Councilors DeLorenzo, Rivers and Hypolite

Other Council Members present: Councilor Washington

Absent was: Deputy Mayor Schulman

Also present were: Philip K. Schenck, Town Manager, Sharron Howe, Assistant to the Town Manager, Cindy Coville, Director of Human Resources, Jonathan Thiesse, Town Engineer, Dave Melesko, Director of Leisure Services and India Rodgers, Clerk of Council

Guest: Josephine Agnello-Veley of Human Resource Consortium (HRC), Parks and Recreation Committee Members: Donna Banks, Lou Blumenfeld, Gail Nolan, Marc DeSousa, Jerome Cooper, Rickey Jones, Bloomfield Youth Basketball League

The meeting was called to order at 6:40p.m.

Consider and Take Action regarding the Town Facility Usage Policy

Mr. David Melesko, Director of Leisure Services originally presented the town facility usage policy to the Town Council on March 28, 2016. Mr. Melesko gave brief status update regarding the fee structure categories.

There was a minor change in the policy regarding the fee structure for organizational priority use of facilities.

In Group #3, fees will be at discretion of the department renting space, for right to charge if costs are incurred by the town, i.e. supervision and custodial.

Mr. Melesko also clarified that insurance coverage is provided under an umbrella policy under the town.

Mr. Rickey Jones, Bloomfield Youth Basketball League inquired about insurance requirements and if there is a dispute, what is the process and procedure for reporting.

Mr. Melesko stated that the initial complaint would be reviewed by Leisure Services or the Parks and Recreation Committee. If an issue cannot be resolved, the complaint will be forwarded to the Town Manager's Office and the appropriate Council Subcommittee.

Councilor DeLorenzo inquired about the application fee schedule for each department. This new policy will be effective July 1, 2016.

The town encourages the community use of town facilities. Facilities will be available to organizations, associations and individuals of the community for appropriate civic, welfare or recreational activities.

All permit applications will be evaluated by the Town Manager or designee.

It was moved by Councilor Hypolite, seconded by Councilor DeLorenzo and voted unanimously to recommend to the Full Council approval of the Town Facility Usage Policy.

Discussion and Possible Action regarding – Human Resource Consortium (HRC) Affirmative Action Plan – Josephine Agnello-Veley

Ms. Josephine Agnello-Veley presented the final Affirmative Action Plan for the town. Overall, the town is doing well in meeting affirmative action goals. Ms. Agnello-Veley reviewed the following results as they relate to the availability statistical analysis:

Under-utilization of minorities and females by job group in current year has not been declared in these groups where a minimum of 80% or more of availability has been met.

- Skilled Craft – for female and minorities groups an increase of one person for each will meet the goal
- Service/Maintenance – for females and increase of one person will meet the goal.

As opportunities become available, every effort will be made to hire and promote minorities and females in to the under-utilized job groups noted above.

Promotions – there were significant areas of adverse impact with promotions in the Police Department. The non-minority promotion rate was 10.8% and the minority promotion rate was 0%. There are several factors to consider for promotion of minorities within the protective services class:

- Low number for minorities on the seniority list
- Passing the written and oral examinations – may have passed, however did not want to apply
- Receiving overtime benefits as an officer, not eligible once they are promoted to supervisory level. Significant to those included in the defined benefit retirement plan
- Simply, not interested in being promoted

Hires also had adverse impacts revealed for minorities during the prior affirmative action plan year. In the Professionals job group, minority applicants that applied did not meet the minimum qualifications of the job description. In addition, in the Service/Maintenance job group minority applicants applied competed with more experience than the non-minority applicants.

Terminations included adverse impacts with minorities in the categories of voluntary and involuntary terminations. The termination rate for minorities was 23%, while the termination rate for non-minorities was 11%. A review of the minority terminations revealed that all three retired in good standing.

In the Skilled Craft job group, the termination rate for minorities was 20%, while the termination rate for non-minorities was 0%. A review of this termination revealed a voluntary retirement in good standing.

In addition, Office and Administrative job group for females was 12.7%, while the termination rate for males was 6.3%. Two of the six females were terminated involuntarily, one was unable to perform job duties, and one was unable to commit to scheduled work hours due to employment. All of terminations were based on resignations for better opportunities.

In Service/Maintenance job group for females was 40% and males at 20% due to job hours, benefits, licensures and medical reasons.

Concentrations refers to job titles where there are significantly higher or lower numbers respectively that would be expected in consideration of:

The areas of significant minority concentrations includes: Leisure Services, Social Services, and Senior Services.

The areas of significant female concentrations includes: Accounting, Library and Social Services.

Under Representation

Areas of significant minority under-representation include: Public Works.

Areas of significant female under-representation include: Facilities, Leisure, Police and Public Works.

Human Resources Responsibilities moving forward: tracking, training sessions on various topics, recruitment marketing with various minority organizations, colleges and universities, monitoring minority applicants, performance evaluations, exit interviews, internal trainings

Councilor Hypolite expressed his disappointed for a community like Bloomfield to be more diversified. He stated that the employment force should look more like the community. He was enthusiastic about being in compliance, however the town is still regulated to comply with all federal and state laws, relative to the census tract for a larger geographical area.

As an example, many municipal police departments begin recruiting with Police Explorer and Police Cadet Programs.

Councilor Washington inquired about regulatory body for assisting individuals with discriminatory complaints and education regarding rights under EEOC.

Councilor Hypolite asked about follow up regarding an Affirmative Action independent personnel from town personnel or consultant services. He also asked if there were requirements to have an individual named for a complaint.

Mr. Schenck, Jr. explained the creation this as a potential policy would form a quasi-judicial system. It may be considered as an investigative review committee for the Ethics Commission or Human Relations Commission.

It was moved by Councilor Rivers, seconded by Councilor DeLorenzo and voted unanimously to accept the Affirmative Action Plan and make a full recommendation to Council for approval.

Mr. Philip K. Schenck, Jr., Town Manager stated that the goal of Administration is to have job goals to mirror the community and sustaining the overall level of the police department.

Discussion and Possible Action regarding KMA Design – Town Signage Program

Mrs. Barbara Martin and Dave Kosick presented a status report regarding the town signage program. This project is in the design development phase for community parks, gateway and wayfinding signage for the town. The presentation included three concepts with various color palettes. All signs have a clear coating and will require low key maintenance once installed. Each concept was developed as a sign family with various scales for review.

Mr. Melesko stated that these recommendations will be submitted for final approval, style, with detail drawings and submitted for bids.

Mr. Schenck, Jr. inquired about posted speed limit signs, right of way, cost, size of font, color contrast.

The committee briefly discussed color contrasts, fonts and destinations for placement.

Councilor Rivers referred this item back to the Administration & Education subcommittee after review by the Parks and Recreation Committee.

Mayor Gamble noted the great sign design in choosing Mt. Laurel as the state flower.

Councilor Washington inquired the financial analysis for the details of this project.

Councilor DeLorenzo inquired about the consistency with sign posts, marking historical buildings that have not been identified.

A final list of destinations for sign postings will be presented at the next phase of the project.

It was moved by Councilor DeLorenzo, seconded by Councilor Hypolite and voted unanimously to approve design concepts without optional graphics.

Town Manager's Goals FY 15/16 – Status Report

Mr. Philip K. Schenck, Jr., Town Manager gave a status update regarding his goals set for August 1, 2015 – July 31, 2016.

On June 8, 2016, Mr. Schenck, Jr. will participate in a BATV interview with Mr. Jose Giner, Director of Planning & Economic Development. This interview will highlight various economic development projects in town.

Celebrate Bloomfield was a great time, standard crowd and the concert on the green was also a treat! Councilor Rivers asked the committee to consider moving the date due to conflict with Celebrate West Hartford events.

A Request for Proposal (RFP) will be drafted for Community Affairs/Public Relations consultant. This entity would organize communication and integrate all of these common themes to the public via annual reports, town newsletters, BATV, website and social media.

The Finance Subcommittee will meet on June 20, 2016 to discuss debt bond limits with financial advisor in regards to some needed renovations and/or new build for Prosser Public Library, Human Services Center (330 Park Avenue) and Public Works garage. It was noted that approximately \$550,000 is needed immediately to address issues at 330 Park Avenue.

The bond attorney requested that each item is a separate question for the bond referendum ballot. There is a possible delay of 4-6 years to begin bonding at approximately \$30 million.

The town will move ahead on the sale of town owned property located at 97 Granby Street. The town will reserve the right to use this property as staging area.

Mr. Schenck, Jr. conducted two business visits at Alvin Inc. and Ductco.

The Bloomfield Apartments project will close on their real estate transaction on June 22, 2016.

The Bloomfield Business Alliance will meet at Issac's Café on June 20, 2016 from 4-6 p.m.

Mr. Schenck, Jr. briefly described the budgetary issues with the State of Connecticut relative to funding for municipalities.

Mr. Schenck, Jr. mentioned continuance in working on union negotiations. The town is making progress but slow. Some of the major issues include the introduction to a high deductible health plan as an addition for coverage.

Adjournment

It was moved by Councilor Hypolite, seconded by Councilor DeLorenzo and voted unanimously to adjourn the meeting at 8:55 p.m.