

## **BLOOMFIELD TOWN COUNCIL**

### **ADMINISTRATION & EDUCATION SUBCOMMITTEE**

There was a regular meeting of the above referenced subcommittees held on Monday, January 5, 2015 at 6:30 p.m. in Conference Room #5, Bloomfield Town Hall, 800 Bloomfield Avenue, Bloomfield, CT.

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

Also present were: Philip K. Schenck, Town Manager, Sharron Howe, Assistant to the Town Manager, Cindy Coville, Director of Human Resources, Marcia Bonitto, Consultant and India Rodgers, Clerk of Council

The meeting was called to order at 6:35p.m.

#### **Old Business**

#### **FY 14/15-19: Status Update regarding the Town of Bloomfield Affirmative Action Plan – Marcia Bonitto and Cindy Coville**

Ms. Marcia Bonitto, Consultant for the Town of Bloomfield - Affirmative Action Plan and Cindy Coville, Director of Human Resources presented an updated plan in detail to the subcommittee members. The status update included revised hiring goals for the overall plan using Bloomfield population statistics.

Ms. Bonitto reviewed the goals of the plan and how data was utilize to derive the statistical results from the following resources:

- Department of Labor
- U.S. Census Data
- Workforce with the Town of Bloomfield

The eight EEO categories included goals that must be submitted and challenging to the Bloomfield population statistics valued at 20%. It was noted that goals are not significantly different with the population value as a factor.

Ms. Bonitto recommended that 10% was a reasonable value for the population of Bloomfield. It was also suggested that the Council should develop a statement for the use of population figures.

Councilor Hypolite requested clarification regarding the policy of the Council to include the following deciding factors:

- Weighted value of 10% of the Town of Bloomfield population
- Initial reporting period of 3 years versus an annual review
- Compliance reporting from Human Resources/Hiring an Independent Consultant
- Training of staff and employees
- Hiring procedures & processes (review of applicant flow)

Ms. Bonitto recommended yearly compliance review of goals and periodic reports to the Council. The Affirmative Action Plan would be updated every 3 years.

Mr. Schenck, Jr., suggested hiring an Independent Consultant to determine overall approval once reviewed. It was also noted that the current Employee Handbook includes hiring processes.

Councilor Hypolite expressed concerns regarding the timeframe of completion.

Mr. Schenck, Jr. stated that if any changes or modifications are made to the hiring process need to be reviewed by the Town and Labor attorneys, Council subcommittee and the full Council.

Mrs. Coville mentioned that this plan will only affect new hires entering into a Collective Bargaining unit. She also recommended the hiring of an Affirmative Action consultant in the present process.

In addition, the Human Resources Department began on July 1, 2014 tracking applicant flow of vacant positions. Mrs. Coville also began to review the budget analysis to hire a consultant.

Councilor Rivers stated that he was very concerned about “losing the face” of minorities for positions in the Protective Services categories. He stated that there is a significant need to bring balance, the Council and Town Administration should not rush the hiring process in comparison to the statistics analyzed in the proposed Affirmative Action Plan.

Mr. Schenck, Jr. stated that it may be difficult to change the plan immediately regarding testing validation and applicant pool. The town is making every effort to recruit for vacancies reflecting the Bloomfield population.

Councilor Hypolite stated that decisions made can be trapped by the perception of the community. The overall distrust from the community to affirm what the Council supports in verbalizing issues, however not hiring minorities in Protective Services. If every position is filled, the town will not achieve the hiring goals set in the Affirmative Action Plan.

Mr. Schenck, Jr. recommended ongoing recruitment and community outreach to various positions.

Councilor Washington stated that there is a need to hire an Affirmative Action consultant. He also inquired about police overtime and transparencies in hiring processes. He also inquired about the status of the Police Explorers and the Cadet Program.

Deputy Mayor Gamble inquired about tracking individuals who consistently failed testing. It was noted that there are no set questions asked by the oral boards. All tests should be standardized.

Councilor DeLorenzo suggested posting hiring processes on the Internet to allow for more public transparencies.

**It was moved by Councilor Hypolite, seconded by Deputy Mayor Gamble and voted unanimously to recommend to the full Town Council the following:**

- 1. Utilization of the 10% weighted value of the Bloomfield population**
- 2. Annual compliance goals with re-evaluation of 3 year plan**
- 3. Extension existing Independent Consultant contract**
- 4. An Affirmative Action policy that would provide written hiring processes, job descriptions, overall distinction from the Human Resources**
- 5. Council will provide a statement to support use population statistics**

### **New Business**

#### **Administrative Report from the Town Manager – Status Update of Goals**

Mr. Philip K. Schenck, Jr., Town Manager gave a brief status update on the following goals set from August 1, 2014 – July 31, 2015:

### **Communications**

The second quarterly newsletter was issued to all residents in town.

The Town Manager's Office is in the process of updated and issuing the next Annual Report. The town is still in the process of revising the town website. The IT Department is currently analyzing cost and comparing vendors.

The Bloomfield Citizens Academy is still in the works. Ms. Rhys DeCroix, intern for the Town Manager's Office is in the process of developing a template and budget for this program.

The Community Relations Office is in the research phase. Ms. DeCroix will review job descriptions from other communities for a baseline analysis.

Mr. Schenck, Jr. updated the committee regarding the Non-Emergency Alarm System. There are three firms that sell this system and further discussion will take place during the FY 15/16 Budget process. For example, the non-emergency alarm system would be utilized for notifying the public about street closures, construction sites and polling places. There are some negative to instituting this system such as landline use and possible telemarketing calls.

There were two out of six BATV Programs aired regarding Filley Park and Emergency Planning.

### **Major Capital Projects**

The Filley Park project has been delayed due to the hold harmless agreements with MDC regarding sewer issues. Mr. Al Rechin is involved on advocating on the town's behalf.

The Granby Street project is subject to approval by Capital Region Council of Governments.

School Building Grant legislation may need to be resubmitted for approval. Mr. Hogan and the Bloomfield Board of Education may have to resubmit paperwork to the State Department of Education for school reimbursements.

Library and Public Works Garage renovations estimates have been submitted for approximately \$11,000,000. The architects, Tuttle and Welles for the library are going out of business and retiring. The town will need to hire another firm for new architectural plans. In addition, Mr. Hogan will update the committee on debt services outlook to incorporate proposed building projects.

### **Economic Development**

Goman & York is up for renewal on their contract. They are in the process of developing and issuing their own marketing materials.

Business Visitation Program has been very successful. Mr. Schenck, Jr. and Goman & York consultants have visited over 10 local businesses.

### **Financial Management**

The OPEB Trust Fund was established and approved by the Council.

Capital Improvement projects presented have decreased from 59 to 46.

## **Personnel Management**

The following documents and/or projects are currently being updated for presentation from the Human Resources Department:

Employee Handbook, Pension Plan Document, Affirmative Action Plan, New Employee Orientation Plan

## **Adjournment**

**It was moved by Deputy Mayor Gamble, seconded by Councilor DeLorenzo and voted unanimously to adjourn the meeting at 8:30 p.m.**

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