

**CITY OF NORWALK
COMMUNITY SERVICES & PERSONNEL COMMITTEE
REGULAR MEETING
AUGUST 19, 2020**

ATTENDANCE: Barbara Smyth, Chair; Greg Burnett, Ernie Dumas, Tom Keegan, Dominique Johnson, Kadeem Roberts, Nick Sacchinelli (7:47 p.m.)

OTHERS: Lamond Daniels, Chief of Community Services; Ray Burney, Personnel Director; David Walenczyk, Juvenile Review Board; Council Member David Heuvelman, Karen DelVecchio, IT Director; Jasen Getner, Juvenile Review Board; Henry Dachowitz, City of Norwalk CFO

CALL TO ORDER/ROLL CALL

Ms. Smyth called the meeting to order at 7:05 p.m. She called the roll. A quorum was present.

PUBLIC COMMENTS

Ms. Diane Lauricella thanked everyone for such a great Zoom call. She said that she was calling to thank him for creating a Social Services Agency. It is very important in this time. It wasn't an easy job.

Ms. Lauricella said that when they combined committees, she would like to see an item for researching Public Outreach on COVID-19 related measures for the next meeting. She spoke about how COVID-fatigue was happening nationally, including air borne transmission. The public needs to be aware about the proper procedure for donning and removing the protective garb. She said that there had been times when the Personnel Department had been given a budget and had to make do with the staff. She suggested COVID ambassadors to help teach people to protect themselves from COVID.

**APPROVAL OF MINUTES –
From meeting held on July 30, 2020**

**** MR. ROBERTS MOVED THE MINUTES FROM THE JULY 30, 2020 MEETING.**

The following corrections were noted:

Page 2, under updates, where Mr. Daniels provided “as” should be has
Page 3, seventh line from top, He said he had non-profits. Delete line

**** THE MOTION TO APPROVE THE MINUTES FROM THE JULY 30, 2020 MEETING AS CORRECTED PASSED UNANIMOUSLY.**

DISCUSSION

a. Community Services Department

Mr. Daniels said that he would be presenting an overview of the Youth Services Department, which is one of the Community services that he oversees. He said that Mr. Getner and Mr. Walencyk would be giving an presentation on the role of the Juvenile Review Board to the Committee.

b. Youth Service – Juvenile Review Board Informational Overview

Mr. Walencyk said that the Juvenile Review Board (JRB) had been operating in Norwalk for about 14 years. He said that the administration had realized that they wanted to keep the delinquents out of the Juvenile Justice system. The referrals come from the Police Department or truancy referrals from the schools. The clients and their families come in for assessment and those who elect to continue in the program have a hearing. A plan is then developed by a panel of individuals for the student to help the student complete their contracts. When delinquency is involved, those students who do not comply, their cases are referred to the court system. All the students have follow ups for a year and the case is considered to be successful if there are no additional incidents during that time. Currently the program has a 91% success rate.

Mr. Getner said that in the 200 cases that have come through in a year, the racial breakout reflects that of the City. There has been an uptick in cases involving females that include threats, assault and truancy. As of July 1st, 2019, the JRB is responsible for all truancy cases. As of July 1st, 2020, the JRB became responsible for “out of control” students, which usually involves run aways. There has also been an increase in the number of younger children following their older siblings into trouble.

Mr. Walencyk said that often the family needs to have counseling. The families volunteer to participate, unless it is a summons referral. Those families that have students who have had contact with the Police Department.

In response to a question, Mr. Getner explained that in the beginning, the program was a one and done program, but there have been some cases where a student has successfully completed a program but a few years later had another incident.

Mr. Burnett asked about the interaction between the JRB and the BOE. Mr. Getner said that there had been a pre-truancy board that reviews any student who has four days of truancy without excuse. The truancy raises a flag for them.

Ms. Johnson asked if the JRB was based on a restorative justice model. Mr. Walenczyk said it was and that the State has been sending other cities to Norwalk to learn about how Norwalk's program runs.

Mr. Roberts said that the students need to have mentors that look like them or come from their area. He said that he appreciates the works that Mr. Lamont for their work.

Ms. Smyth said that it was important to have mentors that look like them or have the same experiences as they do. The program is very important.

Mr. Burnett asked what measures were being taken to encourage mentors, particularly male mentors. Mr. Walenczyk said that they recognize that this is a gap and the City needs the resources.

c. Personnel – Review and Approval new Ordinance Position Description

**** MR. BURNETT MOVED THE ITEM.**

Mr. Burney said that there is a new Ordinance positions, Chief Information Security Officer, who would oversee and continually update the security for the City and the BOE. Mr. Burney said that the salary range would be in the \$145,000 range.

Ms. DelVecchio provided the Committee with the background. There has been a 60% increase in ransom ware attacks. These are not just targeted against private business, but hospitals, health care facilities, schools and municipalities. These incidents are not reported by the press.

In 2019, BlumShapiro generated a report about cyber security and one of their top recommendations was to create a Chief Information Security Officer position. She gave the details. The funding for the position was included in the 2020/2021 budget.

Mr. Burney said that the City Charter requires the Council to approve Ordinance positions. This position will not be included in a union. The Committee and the Council will have to approve this being added to the Ordinance job lists.

Mr. Burnett asked for clarification as to who the Officer would be reporting to and whether this position would be a stand alone role or need a department. Mr. Henry Dachowitz, the City's Chief Financial Officer, said that he had included all the top administration because the Officer must have access to the highest levels. This includes paper documentation. Because of this, the City is responsible for keeping the individuals' information private, but also recognize the FOI requirements. This involves not only privacy but cyber security.

Mr. Burney said that the individual would be reporting to the Mayor and would serve at the Mayor's pleasure.

Ms. Smyth said that Mr. Sacchinelli would be joining the meeting shortly.

Ms. Smyth asked about the certainty of not having a ransom ware attack. Mr. Dachowitz said that there were no guarantees, so the City must be vigilant. He listed the precautions that the City has taken. Ms. DelVecchio said that cyber security was a team sport, the people aspect, the training aspect and the technology.

Mr. Keegan was concerned about the fact that the position was outside of the IT Department. He also wanted to know why it was a Cabinet position. Mr. Dachowitz said that this position includes documentation that is paper based and includes privacy information. IT only has the electronic component.

Ms. Johnson asked about the projected budget for this position. Mr. Dachowitz said that the City only plans one budget year at a time and once a position is created, it is assumed that the position will continue into the foreseeable future. He said that Chief Information Security Officer are in high demand, but with COVID, there may be some candidates that would be willing to consider the City's salary range.

Ms. Smyth noted that the Chief Information Security Officer would be working with both the City and the BOE. Mr. Dachowitz said that when he joined the City, he was pleased when he saw both Ms. DelVecchio and Mr. Valenzisi cooperatively working together on IT.

Mr. Burnett said that he said that the Committee should monitor this closely to see how working together could be utilized in the future.

Mr. Heuvelman asked for clarification on which budget the salary would be drawn from. Mr. Dachowitz said that the City would be handling the salary.

Mr. Burnett asked Ms. DelVecchio if there was some of the IT tasks that the Chief Security Officer would be taking over, particularly in the area of policy. Ms. DelVecchio said that some of the tasks would shift over, but she expected that her workload would increase as they work together. There will be areas where the Health Department and the Police Department need to have someone to review to verify if they are in compliance.

Discussion followed about whether the Chief Information Security Officer would need to have more staff. This would depend on future regulations and privacy issues.

Mr. Sacchinelli joined the meeting at 7:47 p.m.

Mr. Sacchinelli asked about how outside vendors would interact with the Chief Information Security Officer. Discussion followed.

**** THE MOTION TO APPROVE NEW ORDINANCE POSITION
DESCRIPTION OF CHIEF INFORMATION SECURITY OFFICER PASSED
UNANIMOUSLY.**

EXECUTIVE SESSION:

- **Collective bargaining, Retirement Incentive Program**

**** MS. JOHNSON MOVED TO ENTER INTO EXECUTIVE SESSION TO
DISCUSS COLLECTIVE BARGAINING, RETIREMENT INCENTIVE
PROGRAM.**

The Committee, Mr. Burney and Mr. Daniels entered into Executive Session at 8:10 p.m. They returned to public session at 8:55 p.m. No actions or votes were taken during Executive Session.

**** MR. BURNETT MOVED TO SEND THE COLLECTIVE BARGAINING,
RETIREMENT INCENTIVE PROGRAM TO THE FULL COMMON COUNCIL
FOR CONSIDERATION.**

**** THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

**** MS. JOHNSON MOVED TO ADJOURN.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:56 p.m.

Respectfully submitted

S. L. Soltes
Telesco Secretarial Services