

**CITY OF NORWALK  
COMMUNITY SERVICES & PERSONNEL COMMITTEE  
APRIL 21, 2021  
VIA ZOOM**

**ATTENDANCE:** Barbara Smyth, Chair; Tom Keegan, Diana Revolus, Nicholas Sacchinelli, Greg Barnett, David Heuvelman, Dominique Johnson, Kadeem Roberts

**STAFF:** Ray Burney, Lamond Daniels

**CALL TO ORDER/ROLL CALL**

Ms. Smyth called the meeting to order at 7:01p.m. the roll was called and a quorum was present.

**PUBLIC COMMENT**

Ms. Lucella came forward to address the committee. She is encouraging the Committee look at other towns that have grant professionals such as Bridgeport, Stamford, Newtown and Greenwich. There should be a public hearing.

**APPROVAL OF MINUTES FROM MEETING HELD ON MARCH 17, 2021**

**\*\*MR. BARNETT MADE A MOTION TO APPROVE THE REVISED MINUTES OF MARCH 17, 2021**

**\*\*MOTION PASSED UNANIMOUSLY**

**ACTION ITEMS**

**Authorize the Mayor, Harry W. Rilling, to execute any and all documents necessary to accept the United Way of Coastal Fairfield County, Covid Relief Town Residents in Need Grant in the amount of \$4,000.**

**\*\*MR. ROBERTS MADE A MOTION TO MOVE THIS ITEM**

Mr. Daniels explained this grant. It is a one time grant, but it will help a few families pay for the services that they need. It helps with mental health and also youth services.

**\*\*MOTION PASSED UNANIMOUSLY**

**DISCUSSION: UPDATES & PRESENTATION ON CHILD & FAMILY RESOURCES  
BY THE COMMUNITY SERVICES DEPARTMENT, LAMOND DANIELS**

Mr. Daniels went through a slide show on community services for children and families. These services include Child Services, the Health Department, Public Library, Norwalk Youth Services, Initiative Schools, Early Childhood, Fair Rent and Parks & Recreation. They are also trying to remove the travel barrier with the Regional Offices. The committee praised Mr. Daniels on how well he is doing. They are trying to get a grant for the family navigators pilot program.

**DISCUSSION AND APPROVAL OF GRANTS COORDINATOR POSITION**

**\*\*MR. SACCHINELLI MADE A MOTION TO APPROVE OF THE LANGUAGE IN THE JOB DESCRIPTION**

The Committee would like to have the language decided upon tonight so the posting can be listed tomorrow or Friday. Mr. Burney said down the road this position might go full time, but it is definitely part time now. The committee would like the idea of accountability being added in the description. They also want "Must meet a quota". They want the idea of "proactively pursue grants".

There was much discussion on what this would entail, but they were interested in approving the actual description wording so it could get posted. This person would do the finding of grants and the administrative work and the departments would write the subject matter for the various grants.

**\*\*THE MOTION PASSED UNANIMOUSLY WITH THE REVISIONS TO THE JOB DESCRIPTION.**

**ADJOURNMENT**

**\*\*MS. REVOLUS MADE A MOTION TO ADJOURN THE MEETING  
\*\*MOTION PASSED UNANIMOUSLY**

Meeting was adjourned at 8:27pm.

Respectfully submitted,  
R. Bromark  
Telesco Secretarial Services