

Revised 6/9/2009

**CITY OF NORWALK
PERSONNEL COMMITTEE
SPECIAL MEETING
APRIL 14, 2009**

ATTENDANCE: Richard McQuaid, Chairman; Anna Duleep; Laurel Lindstrom;;
Richard Bonenfant; Steve Serasis.

STAFF: James Haselkamp, Director, Personnel; John Schlosser, Personnel
Administrator; Adam Bovilsky, Director, Human Relations

CALL TO ORDER/ROLL CALL

The meeting was called to order at 6:05 p.m. by the Chairman, with a statement of members in attendance, as listed above.

EAP VENDOR APPROVAL

Mr. Haselkamp provided a summary of the Employee Assistance Program as included in the meeting packets submitted to each member. He gave an overview of the background that previously the City had a full-time grant coordinator that represented one half of the City's EAP, with the other half funded by a grant. When the City lost the grant along with budget cuts, moved to vendors along with EAP programs that were under separate contracts with the Police and Fire Departments. Through the budget process, a consolidation of the three programs was done to provide a more structured program with 24/7 employee access. The program is now broader in scope with a whole-life approach that includes financial planning and health/wellness programs.

Mr. Bonenfant entered the meeting at 6:15 p.m.

Ms. Lindstrom asked if the amount is an overlap with the Fire and Police Departments, and if an RFP had been put out. Mr. Haselkamp clarified that the vendor is providing two months free for the city, and there was no RFP due to the previous good experience with the company along with good references. Also, the City did not want to have two different vendors since the Fire and Police Department programs were already in place.

Mr. Bonenfant asked who actually answers the calls, and Mr. Haselkamp replied that this was one of the key points in selecting the company; that all the advisors are either trained Social Workers with MSW degrees or fully licensed credentials. Ms. Duleep asked if the City is looking at recreating this position down the road or to completely replace the position that had this responsibility, and Mr. Haselkamp said this area is now being outsourced. He added that he does not know of any other city that does not outsource programs of this nature.

- ** MR. SERASIS MOVED TO APPROVE THE EMPLOYEE ASSISTANCE PROGRAM VENDOR AND TO FORWARD TO THE COMMON COUNCIL FOR APPROVAL.**
- ** MOTION PASSED UNANIMOUSLY**

DIVERSITY TRAINING PROGRAM

Mr. Bovilsky presented a bid list as approved by Gerald Foley, which came back to the committee as the Council had questions on the pricing. Originally the parameters were not established as to who was being trained, and initially they thought it was the entire city, but they now know the number of classes needed. Now, the vendor bids have been updated to provide a more accurate comparison, and Success by Design has come in as the second most affordable of the 19 groups. They are well below the budget at \$21,000 which leaves \$8,000 - \$9,000 in the account for other expenditures or additional sessions.

Mr. McQuaid asked who was on the selection committee and what was poor and why this company was selected. Mr. Bovilsky outlined the process of vendor selection with the members involved in the early stages as Mr. Haselkamp, Fire Chief McCarthy and Mr. Bovilsky, and then later Mr. Schlosser was involved. The other company that had a lower bid had no experience with municipalities or diversity training, while Success by Design had worked with the City before and had relevant experience.

Ms. Duleep asked what was the size of the classes, and Mr. Bovilsky answered it would be groups of 24-26 without including the police. Mr. Bonenfant asked if this was the total cost including overtime, and if the training would cover laws. Mr. Bovilsky responded that there was no funding to bring employees in other than during their regular work time. Mr. Bovilsky summarized that the training would be interactive situations including how to perceive others, and how to identify and respond to potentially "racial" comments and volatile situations.

- ** MS. LINDSTROM MOVED TO APPROVE THE EMPLOYEE ASSISTANCE PROGRAM VENDOR AND TO FORWARD TO THE COMMON COUNCIL FOR APPROVAL.**
- ** MOTION PASSED UNANIMOUSLY.**

EXECUTIVE SESSION – NMEA TENTATIVE AGREEMENT

- ** MR. BONENFANT MOVED TO GO INTO EXECUTIVE SESSION TO DISCUSS THE NMEA TENTATIVE AGREEMENT**
- ** MOTION PASSED UNANIMOUSLY.**

The Committee went into Executive Session at 6:40 p.m. and reconvened into Public Session at 7:05 p.m. There was no action taken, and the item was tabled for review at the next meeting.

The next regularly scheduled meeting of the Personnel Committee will be held on May 27, 2009 at 6:00 p.m. at Norwalk City Hall, room 123.

**** MS. DULEEP MOVED TO ADJOURN.**
**** MOTION PASSED UNANIMOUSLY.**

The meeting was adjourned at 7:28 p.m.

Respectfully submitted,

Marilyn Knox
Telesco Secretarial Services

