

CCC 111/MICROSOFT TEAMS

PERSONNEL AND PENSIONS SUBCOMMITTEE

September 14, 2023

PRESENT Awet Tsegai, Chair, Councilors Harry Amadasun Jr. and Tom Rup

ALSO Tyron Harris, Human Resources Director
PRESENT

CALL TO ORDER

Chair Tsegai called the meeting to order at 5:33 pm

APPROVAL OF MINUTES

September 5, 2023 Meeting

MOTION By Tom Rup
seconded by Harry Amadasun

to **approve** the minutes of the September 5, 2023 Personnel & Pensions Subcommittee meeting.

Motion carried 3/0

OPPORTUNITY FOR RESIDENTS TO SPEAK

None

OLD BUSINESS

None

NEW BUSINESS

Proposed Revision of Job Description and Title for Counseling Coordinator

Director Harris stated that the job description has not been updated since 1987, thus requiring a number of changes to required qualifications and general duties and skills including:

- Current licensure in the State of Connecticut as a licensed clinical social worker (LCSW), licensed marital and family therapist (LMFT), or licensed professional counselor (LPC).
- Serving as an EH Juvenile Review Board member to provide recommendations for referred juvenile offenders.
- Preparation and oversight of confidential case records and related files.

- Preparation of statistical and narrative reports of some complexity for the Director and Program Manager.

The director clarified that the job description is for that of Counseling Coordinator, and that contrary to the initial memo, no change in title is recommended.

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **recommend** the Town Council accept the Proposed Revision of Job Description for Counseling Coordinator in the department of Health and Human Services, dated August 15, 2023 as provided by the Department of Human Resources per the subcommittee's discussion.

Motion carried 3/0

Creation of Job Description for New Position of Program Supervisor, Crisis Intervention Division

The director stated that this position had initially been funded through ARPA and other grants. In collaboration with the Police and Fire Departments, the person in this position works directly with residents to link individuals in crisis to appropriate mental health, clinical, and assistance services. Based on the results and consulting with the Health and Human Services Director, the Director recommends restructuring the department so that the position remains permanent. As the recently vacated position of Youth Services Director will not be filled, funding is available within the department's budget to make the change.

Primary responsibilities for the Program Supervisor will include:

- administering programs that evaluate the needs of residents, and provide referrals and resources so that individuals can access appropriate behavioral health and support services.
- oversight of staff that conduct assessments of residents seeking assistance, and providing case management of clients and/or family members in collaboration with other departments, healthcare and behavioral health providers, and community partners.
- oversight of Juvenile Review Board (JRB) operations and other programs implemented to reduce youth violence, delinquency and truancy.

MOTION By Harry Amadasun
 Seconded by Tom Rup

to **recommend** the Town Council accept the Job Description for New "Position of Program Supervisor, Crisis Intervention Division" in the Health and Human Services department as provided by the Department of Human Resources in a memo to Mayor Michael P. Walsh dated August 21, 2023 per the subcommittee's discussion.

Motion carried 3/0

Adjournment

MOTION By Tom Rup
 Seconded by Harry Amadasun

to **adjourn** (5:47 pm)

Motion carried

C: Town Council
 Mayor Walsh
 Tyron Harris, Human Resources Director
 Laurence Burnsed, Health and Human Services Director