



City of Bristol
BRISTOL, CONNECTICUT 06010

REGULAR MEETING NOTICE

The Regular meeting of the Salary Committee will be held on Wednesday, March 15, 2023 at 5:00 p.m. in City Hall West Meeting Room 1.

AGENDA

1. Call to order.
2. To review the January 18, 2023 regular meeting minutes.
3. To consider Mayoral salary beginning 2023/2024 term of office.
4. To consider salary and benefits for non-bargaining employees for 2023/2024 fiscal year.
5. To consider proposal by PRY&CS and the Bristol PD for two new positions.
6. New business.
7. Old business.
8. To adjourn.

Per order Cheryl Thibeault, Chairperson
DATED this 10th day of March, 2023

Join Zoom Meeting

<https://bristolct-gov.zoom.us/j/81569942007?pwd=K2FVbm55TVYzUUlUOFF6UUJHVmZQZz09>

Meeting ID: 815 6994 2007

Passcode: 123456

Dial by your location:

+1 929 205 6099 US (New York)

Salary Committee
REGULAR MEETING MINUTES
Wednesday, January 18, 2023
Webster Conference Room A

Present: Councilmembers Cheryl Thibeault, Jacqueline Olsen, Susan Tyler
Staff: Mark Penney, Linda Milia

1. **CALL TO ORDER.**

The regular meeting of the Salary Committee was called to order by Council Chair Cheryl Thibeault at 5:00 p.m.

2. **APPROVAL OF MINUTES OF REGULAR SALARY COMMITTEE MEETING OF NOVEMBER 16, 2022.**

On motion of Council Member Susan Tyler and seconded, it was unanimously voted: to approve the minutes of the regular Salary Committee meeting of November 16, 2022.

3. **DISCUSSION OF PROPOSED CHANGES TO PERSONNEL POLICIES & PROCEDURES.**

Mark Penney explained housekeeping changes to the Personnel Policies & Procedures being proposed. On motion of Council Member Susan Tyler and seconded, it was unanimously voted: to recommend to City Council to accept proposed changes to the Personnel Policies & Procedures.

4. **TO ESTABLISH THE 2023 CALENDAR FOR MEETINGS OF THE SALARY COMMITTEE.**

On motion of Council Member Susan Tyler and seconded, it was unanimously voted: To accept the 2023 meeting calendar of the Salary Committee.

5. **NEW BUSINESS.**

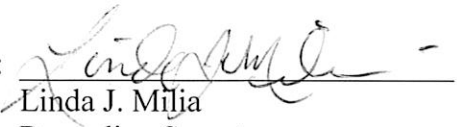
Mark Penney provided salary information on Mayors, Town Managers, etc. from other cities and towns to review for purposes of comparison with the current salary for the City of Bristol Mayor. The Committee intends to continue discussion at their next meeting.

6. **OLD BUSINESS.**

None.

7. At 5:30 p.m., on motion of Council Member Jacqueline Olsen and seconded, it was voted: To adjourn.

ATTEST:


Linda J. Milia

Recording Secretary

NON BARGAINING EMPLOYEES
WAGES AND INSURANCE PROPOSED CHANGES

- Effective immediately, if an eligible employee chooses to voluntarily waive insurance, they shall receive the following waiver payment in July of each fiscal year. Single coverage: \$1000; Employee plus one or Family Coverage: \$2000. Dual insured City employees will not be eligible for this waiver payment.
- Effective July 1, 2023, employees will be 100% responsible for the full HDHP deductible; and, employee cost share shall be nine and three-quarter percent (9.75%) which shall be decreased by one percent (1.0%) if during the preceding calendar year the employee and the employee's enrolled spouse participated in each of the following wellness components: 1) biometric screening; 2) health risk assessment; 3) age appropriate preventive screenings to include annual exam.
- Effective July 1, 2023, the salaries at all classifications and steps on the 2022- 2023 salary schedule shall be increased by two and three-quarter percent (2.75%).
- Effective July 1, 2023, the City shall provide and pay for all full-time non-bargaining employees seventy-five thousand dollars (\$75,000) of Group Term Life Insurance coverage.
- Vested pension at 5 years of continuous employment
- Add Juneteenth holiday



Salary Committee (March 2023)

Overview and Need: In response to the growing challenges surrounding mental health support and social service needs across the City of Bristol, the Department of Parks, Recreation, Youth and Community Services in conjunction with the Bristol Police Department is presenting a joint proposal to strengthen the current organizational structure of community services by leveraging cannabis sale revenues for the creation of (2) new positions; Crisis Coordinator and Community Police Officer. Many comparable communities in CT such as New Britain, Waterbury, Milford, Stamford and Manchester are investing in these social support structures by imbedding social workers either directly into Police Departments or through strong collaborative hybrid partnerships with Community Services. Our proposal provides a hybrid approach which will allow for a degree of separation while also maintaining a strong link to ensure the services are working for those in need. The proposal creates qualified personnel to deal with significant mental health crises in real-time as well as provide appropriate follow-ups and short term case management to get people the connections, referrals and help they need to avoid future crisis.

Positions	Managing Department	Union-Code	High Level Overview of Position Purpose
Crisis Coordinator (Community Services)	BPRYCS	BPSA- Code 5	To provide social services and mental health support in real-time by responding to crises in partnership with the BPD. Provides appropriate follow-up and referrals following incidents to ensure proper care is rendered.
Community Police Officer	BPD	Bristol Police Union Step 7	To provide crisis intervention, de-escalation, and referrals in collaboration with the Crisis Coordinator.

To learn more about what the Department of Parks, Recreation, Youth and Community Services has to offer; visit us at www.Bristolrec.com | Join the conversation @BristolCTParksandRecreation on Facebook & Instagram

Financial Investment

Position	Union	Code	Annual Salary+ Benefits
Crisis Coordinator	BPSA	5	\$77,474
Community Police Officer	Police	Step 7	\$86,200

Total Costs: \$163,674

Funding Source: Cannabis revenues

Note: Preliminary cannabis sale city revenue was estimated at approximately \$500,000/annually. This proposal would involve creating a cannabis revenue line item in both the Youth & Community Services division budget and the Police Department Budget to cover the increased regular wages line item of the positions.

Proposed Job Description for Crisis Coordinator

Job Title: Crisis Coordinator

Department(s): Parks, Recreation, Youth and Community Services

Code: BPSA 5

FLSA Status: Exempt

Prepared: February 21, 2023

Summary: Responsible for providing social-service support to members of the community and at-risk persons with mental and/or substance-use disorders, including (but not limited to) direct referrals from the Community Police Officer.

Essential Duties and Responsibilities include the following. Provide social-service support and referrals to members of the community in crisis and at-risk persons with mental and/or substance-use disorders. Provides assessment of basic needs including financial, social, nutritional, environmental, medical and protective services. Refers residents to the Community Services Coordinator, Youth and Family Coordinators, or other community resources as appropriate. Reduces disparities in the justice system by serving as a liaison between the Bristol Police Department and various local social-service agencies. Assists the Community Police Officer in engaging and providing assessments, resources, and services options to at-risk community members. Provides crisis intervention, follow-up, and case-management services in conjunction with the Community Police Officer. Assists in the facilitation of officer trainings regarding mental health, homelessness, and de-escalation. Advocates for and assists

To learn more about what the Department of Parks, Recreation, Youth and Community Services has to offer; visit us at www.bristolrec.com | Join the conversation @BristolCTParksandRecreation on Facebook & Instagram

individuals affected by domestic violence, elder/child abuse and neglect, mental health issues, including mental competency, and behavioral health issues such as hoarding, substance abuse, homelessness, and suicidal ideation/threats during interventions or dispatches. Refers individuals to the COBRA program and follows up with participants following program completion. Coordinates with the Parks Division, Bristol Police Department, or Bristol Public Works to implement the Homeless Encampment Procedure and connect individuals experiencing homelessness to resources. Coordinates with the community organizations to provide outreach to individuals in crisis or experiencing homelessness. Prepares various local, state and federal reports as required. Assists in budget preparation, grant preparation, data collection and reporting and associated duties. May represent the department at meetings at the request of a Supervisor. Collects and tallies data for reports and enters into a data-based program. Assists with special programs and community events. Maintains confidential records of clients. Requires working knowledge of state and federal laws, regulations, and policies regarding housing, health and financial assistance as well as state and federal programs. Other duties may be assigned.

Education/Experience: Master's Degree in Social Work or in related field is preferred. Bachelor's Degree with major concentration in social work or related field and minimum 5 year experience in the human services field is required. Must be knowledgeable about community resources; familiarity with domestic violence, addiction, and disability issues desired. Bi-lingual both orally and in writing in Spanish and English is required. Requires excellent communication and interpersonal skills, strict confidentiality, and must maintain effective working relationships.

Certifications, Licenses, Registrations: QPR and Naloxone Administration certification required. Driver's license required.

Computer Skills: To perform this job successfully, an individual should have; basic knowledge of Database and Internet software; intermediate knowledge of Spreadsheet software; and intermediate knowledge of Word Processing software.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable

To learn more about what the Department of Parks, Recreation, Youth and Community Services has to offer; visit us at www.Bristolrec.com | Join the conversation @BristolCTParksandRecreation on Facebook & Instagram

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works in indoor and outdoor environments.

Supervised By: This position is supervised by the Youth and Community Services Division Supervisor. May receive general direction by the Superintendent and Deputy Superintendent of Parks, Recreation, Youth and Community Services.

Proposed Job Description for Community Police Officer

Job Title: Community Police Officer

Department(s): Bristol Police Department

Code: Step 7

FLSA Status: Exempt

Prepared: February 21, 2023

Position Goal: Under supervision, provides crisis intervention, de-escalation, and resource referrals in order to reduce disparities in the justice system, as well as ensure basic law enforcement, crime prevention, protection of life and property, and other public safety services according to federal and Connecticut State law and consistent with the mission, goals and objectives, and policies and procedures of the City of Bristol Police Department. Work may require the performance of hazardous tasks under emergency conditions and may involve extreme mental and physical exertion for usually short periods of time. Performs related duties as required.

Primary Duties: Develops and maintains positive community and interpersonal relations; patrols assigned areas in vehicle or on foot; responds to and provides assessments to at-risk or in-crisis community members; provides crisis intervention to individuals and officers during patrols; assists Police Officers in de-escalating conflicts; connects individuals with community resources in conjunction with the Community Services Crisis Coordinator; assists in the facilitation of officer trainings regarding mental health, homelessness, and de-escalation; assists individuals affected by domestic violence, elder/child abuse and neglect, mental health issues, including mental competency, and behavioral health issues such as hoarding, substance abuse, homelessness, and suicidal ideation/threats during interventions or dispatches; refers qualifying individuals to the COBRA program; provides engagement and presence at community organizations, programs, events, and parks in order to develop community relations; collaborates with the Community Services Crisis Coordinator to provide assessment of basic needs including financial, social, nutritional, environmental, medical and protective services during dispatches; assists officers in responding to calls regarding individuals on the special needs registry; assists officers and EMS responding to 211 referrals and mental health evaluation calls, follows

To learn more about what the Department of Parks, Recreation, Youth and Community Services has to offer; visit us at www.Bristolrec.com | Join the conversation @BristolCTParksandRecreation on Facebook & Instagram

departmental procedures; provides emergency assistance, including providing first aid and assisting or attending to victims as necessary; operates emergency vehicles; enforces State statutes and City Ordinances; writes and reads reports and other law enforcement related documents and materials; presents testimony and evidence in legal and/or administrative proceedings; intervenes in and controls human conflicts; performs various basic law enforcement duties; may be assigned to front desk or other assignments as determined by the Chief; attends departmental and other training programs as required.

Knowledge, Skills, Abilities: Must demonstrate the ability to follow written and oral instructions; de-escalate individuals and situations; knowledgeable about community resources; familiarity with domestic violence, addiction, and disability issues; observe and accurately report details; write clear and concise reports; recall information; comprehend and retain factual information; clearly and concisely communicate ideas; deal effectively and fairly with all segments of society; perform basic mathematical computations; have basic knowledge of laws and ordinances; strong service oriented work ethic; knowledge of policies, procedures, etc., relating to proper performance of duties; familiar with court procedures; proficient in the use of firearms; good initiative and decision making ability; professional appearance and conduct; ability to meet physical and medical standards required for this position.

Supervised By: Works under immediate supervision of a superior in the Police Department who issues instructions and reviews work for conformance to orders and instructions.

Qualifications Profile: Masters of Social Work or Mental Health Counseling or similar required. Licensed Certified Social Worker (LCSW) and or Licensed Professional Counselor (LPC) preferred. Must be 21 years of age. Must possess a valid State of Connecticut Motor Vehicle Operator's license.