

**CITY OF BRIDGEPORT
MISCELLANEOUS MATTERS COMMITTEE
REGULAR MEETING
AUGUST 24, 2015**

ATTENDANCE: AmyMarie Vizzo-Paniccia, Co-Chair; Patricia Swain, Co-Chair (7:30);
Denese Taylor-Moye; Jack Banta; Milta Feliciano; Thomas McCarthy,
Council President; Susan Brannelly (6:10 PM)

CALL TO ORDER

Co-Chair Vizzo-Paniccia called the meeting to order at 6:05 PM. A quorum was present.

APPROVAL OF COMMITTEE MEETING MINUTES OF JULY 27, 2015

- ** COUNCIL MEMBER BANTA MOVED TO APPROVE THE COMMITTEE MEETING MINUTES OF JULY 27, 2015.**
- ** COUNCIL MEMBER TAYLOR-MOYE SECONDED THE MOTION.**
- ** MOTION PASSED UNANIMOUSLY.**

130-14

**PROPOSED APPROVAL OF CLASS SPECIFICATION (JOB DESCRIPTION FOR
NAGE LOCAL RI-200 MINI COMPUTER OPERATORS (CLASS CODE 1208 & 1238)
TO DATA ANALYSTS.**

Council President McCarthy recused himself.

Phillip White, Labor Relations Officer of the City of Bridgeport, came forward to address the committee. Mr. White stated that the mini-computer operator job classification is severely outdated, as evidenced by its moniker which relates to a piece of equipment that has not been actively used in over two decades. He stated after collaborating with the union, they came to an agreement to change the position title to Data Analyst. The update job description reads as follows:

POSITION: Data Analyst

UNION: NAGE

GENERAL STATEMENT OF DUTIES

The Data Analyst's responsibility is to collect, organize, maintain and interpret/analyze data received from internal and external data source for the benefit of the assigned department and the City. The job requires excellent skills in the use of computers and software related to data

analysis and the ability to interface effectively with supervisors, peers, and customers. The Data Analyst also presents data, ideas, and consolidated information to the department manager/department head to identify past and current department activities and future opportunities for improvements.

REPORTS TO: *Department manager/Department Head as appropriate*

ILLUSTRATIVE DUTIES

- 1. Gather data from various sources and compile into a useable format to analyze and present useable information to department head. Designs reports based on specific departmental needs.*
- 2. Ensure departmental data is accurately and consistently maintained and troubleshoot inconsistencies. Assist staff with correctly entering data into department or City information system.*
- 3. Assists with creation of accurate and timely reports such as budget reports or other reports related to department operations.*
- 4. Provides reports as requested by the department manager/department head.*
- 5. Performs database and application integration and interchanges between locally developed systems and vendor-supplied applications.*
- 6. Assists with coordination and troubleshooting of database and software systems when necessary.*
- 7. Performs other duties as assigned by the department manager/department head.*

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

- Associate's Degree in Statistics, Mathematics, Marketing, Economics, Accounting, Business Administration, Management Information Systems or Computer Science from an accredited college or university.*
- Demonstrated proficiency in MS Office applications with advanced expertise in Microsoft Excel.*

EXPERIENCE AND TRAINING

Two years prior experience in a Data Analyst or equivalent position.

Co-Chair Vizzo-Paniccia asked if the description change would be city wide, and Mr. White answered in the affirmative. He stated that the new title would professionalize the position, and would now require an Associate's Degree. He stated that 10 employees would be affected, and those employees would experience no change in wages or seniority. He further stated that while their title would change, the current employees would be grandfathered in as meeting the qualifications of the position, regardless of their higher education background.

Co-Chair Vizzo-Paniccia asked if the employees would be able to be placed in another position in the same way they would if they were still considered Mini Computer Operators, and Mr. White answered in the affirmative.

Council Member Feliciano expressed concern that the new description appeared to be lacking the previous description's bookkeeping responsibilities and qualifications. It was clarified that the description is outdated, and that it has evolved to be a broader data analysis position, and that the new description was written broadly as possible to allow it to apply to multiple department in the City. Mr. White stated that no bookkeeping functions would be lost, and that in recent years, any position that fulfills the previous accounting responsibility described in the original position would be under the purview of the Finance Department.

Council Member Taylor-Moye asked how long the transition has been coming for Mini Computer Operators to Data Analysts. In addition, she asked if the current employees would be offered training should they need help to meet the new qualifications, and if they would receive the same opportunities as new hires for the position. Mr. White stated yes, they would, and that a great number of the employees have upgraded their skill set with the job. He further stated that they have additional training available to employees, and that their first priority is to do no harm to the current employees

Council Member Feliciano asked if there was collaboration between the union and Mr. White's Office. She additionally asked if the current 10 employees had seen the new description and approved of it. Mr. White stated that they had worked in conjunction with the union, and that while he cannot speak to whether the union spoke to individual members, the proposal appeared to be met amicably. David Dunn, Personnel Director of the Civil Service Commission, stated that it was his understanding that union members were kept apprised.

**** COUNCIL MEMBER FELICIANO MOVED TO GRANT AGENDA ITEM 130-14 PROPOSED APPROVAL OF CLASS SPECIFICATION (JOB DESCRIPTION FOR NAGE LOCAL RI-200 MINI COMPUTER OPERATORS (CLASS CODE 1208 & 1238) TO DATA ANALYSTS.**

**** COUNCIL MEMBER TAYLOR-MOYE SECONDED THE MOTION.**

**** MOTION PASSED WITH ONE ABSTENTION (MCCARTHY).**

138-14
REAPPOINTMENT OF MARGO REYNOLDS GOTTERER (U) TO THE FOOD
POLICY COUNCIL

Margo Reynolds Gotterer came forward to speak for herself. She stated that she has worked at the national non-profit Wholesome Way, based out of Bridgeport, for five years, and is familiar with this kind of work locally as well as nationally. She stated that as Chair, she has been part of

regional networking and has endeavored to make Bridgeport a part of those conversations as well.

Council Member Brannelly asked Ms. Reynolds Gotterer to detail the goals and accomplishments of the Food Council to the present date. Ms. Reynolds Gotterer stated that they have been endeavoring to determine the Council's role in the city, and that they have hosted multiple community meetings and two annual food system summits in order to facilitate dialogue across the city. She stated that they have put together a food action plan that outlines goals and strategies, and that they have provided a networking and facilitating role by creating sub-committees on urban gardening & farming, farmer's markets, and healthy corner stores. She further stated that they have helped create structure to initiatives and help them get off the ground. Council Member Brannelly asked what results they had seen, and if they were able to work with Bridgeport's Office of Economic Development for creation of more stable access to community members. Ms. Reynolds Gotterer stated they had seen success in the growth of farmer's markets (six currently in the city), a greater response to both food access needs and community development. She further stated that they have funding for the second year of the Healthy Corner Stores initiative, specifically in the East End, where the Health Department noted a high need for such stores.

Council Member Taylor-Moye stated that she wanted to commend Ms. Reynolds Gotterer on her history of attendance, her fluency with the Food Council's goings on, and her effort in taking on the projects.

- ** COUNCIL MEMBER TAYLOR-MOYE MOVED TO REAPPOINT MARGO REYNOLDS GOTTERER (U) TO THE FOOD POLICY COUNCIL.
- ** COUNCIL MEMBER SUSAN BRANNELLY SECONDED THE MOTION.
- ** MOTION PASSED UNANIMOUSLY.

11-14

PROPOSED AMENDMENT TO CITY COUNCIL RULES OF ORDER- NEW RULE XXX1 COUNCIL LIAISONS TO BOARDS AND COMMISSIONS TO GENERALLY DEFINE THE POSITION, ROLES, DUTIES AND RESPONSIBILITIES OF THE VARIOUS APPOINTED CITY COUNCIL LIAISONS

- ** COUNCIL PRESIDENT MCCARTHY MOVED TO TABLE ITEM 11-14 RE: PROPOSED AMENDMENT TO CITY COUNCIL RULES OF ORDER- NEW RULE XXX1 COUNCIL LIAISONS TO BOARDS AND COMMISSIONS TO GENERALLY DEFINE THE POSITION, ROLES, DUTIES AND RESPONSIBILITIES OF THE VARIOUS APPOINTED CITY COUNCIL LIAISONS.
- ** COUNCIL MEMBER FELICIANO SECONDED THE MOTION.

**** MOTION PASSED UNANIMOUSLY.**

105-14

**PROPOSED RESOLUTION REQUESTING THAT CITY COUNCIL MEMBER'S
WRITTEN AND ELECTRONIC REQUEST FOR DEPARTMENTAL INFORMATION
OF ANY KIND BE PROVIDED EXPEDITIOUSLY**

**** COUNCIL MEMBER FELICIANO MOVED TO TABLE ITEM 105-14 RE:
PROPOSED RESOLUTION REQUESTING THAT CITY COUNCIL MEMBER'S
WRITTEN AND ELECTRONIC REQUEST FOR DEPARTMENTAL
INFORMATION OF ANY KIND BE PROVIDED EXPEDITIOUSLY.**

**** COUNCIL PRESIDENT MCCARTHY SECONDED THE MOTION.**

**** MOTION PASSED UNANIMOUSLY.**

**** COUNCIL PRESIDENT MCCARTHY MOVED TO GO INTO EXECUTIVE
SESSION.**

**** COUNCIL MEMBER FELICIANO SECONDED THE MOTION.**

**** MOTION PASSED UNANIMOUSLY.**

106-14

PROPOSED SETTLEMENT OF PENDING LITIGATION WITH JOSE MOURA

**** COUNCIL MEMBER BANTA MOVED TO GRANT ITEM 106-14 RE:
PROPOSED SETTLEMENT OF PENDING LITIGATION WITH JOSE MOURA.**

**** COUNCIL MEMBER BRANNELLY SECONDED THE MOTION.**

**** MOTION PASSED WITH ONE ABSTENTION (MCCARTHY).**

132-14

PROPOSED SETTLEMENT OF PENDING LITIGATION WITH JESUS RUIZ

**** COUNCIL MEMBER TAYLOR-MOYE MOVED TO GRANT ITEM 132-14 RE:
PROPOSED SETTLEMENT OF PENDING LITIGATION WITH JESUS RUIZ.**

**** COUNCIL MEMBER BRANNELLY SECONDED THE MOTION.**

**** MOTION PASSED WITH ONE ABSTENTION (MCCARTHY).**

139-14

**PROPOSED SETTLEMENT OF PENDING LITIGATION WITH CBR
SUBCONTRACTORS, LLC.**

**** COUNCIL MEMBER BRANNELLY MOVED TO GRANT ITEM 139-14 RE: PROPOSED SETTLEMENT OF PENDING LITIGATION WITH CBR SUBCONTRACTORS, LLC.**

**** COUNCIL MEMBER FELICIANO SECONDED THE MOTION.**

**** MOTION PASSED WITH ONE ABSTENTION (MCCARTHY).**

**** THE EXECUTIVE SESSION CAME TO A CLOSE.**

Co-chair Swain arrived at 7:30 PM.

137-14

REAPPOINTMENT OF ESPERINA BAPTISTE STUBBLEFIELD (U) TO THE FOOD POLICY COUNCIL

**** COUNCIL MEMBER BANTA MOVED TO TABLE ITEM 137-14 RE: REAPPOINTMENT OF ESPERINA BAPTISTE STUBBLEFIELD (U) TO THE FOOD POLICY COUNCIL.**

**** COUNCIL MEMBER BRANNELLY SECONDED THE MOTION.**

**** MOTION PASSED WITH TWO ABSTENTIONS (MCCARTHY & SWAIN)**

ADJOURNMENT

**** COUNCIL MEMBER TAYLOR-MOYE MOVED TO ADJOURN.**

**** COUNCIL MEMBER FELICIANO SECONDED THE MOTION.**

**** MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:35 PM.

Respectfully submitted,

Catherine Ramos
Telesco Secretarial Services