



CITY COUNCIL PUBLIC SAFETY COMMITTEE - Thursday, July 1, 2021 at 5:30 pm. The meeting will be held in person in Room 102, First Floor, Bushor Conference Room, of City Hall, as well as Remotely with Virtual Access, please see link below.

City Council Public Safety Committee – Thursday, July 1, 2021

FINAL MINUTES

Members Present: Karen Paul, Zoraya Hightower, Jane Stromberg

Staff Present: Jared Pellerin (Assistant City Attorney)

Others Participating: Stefanie Seguino

Meeting called to order at 5:55 PM

1.01 Agenda

Motion to adopt agenda by Councilor Jane Stromberg

Second by Councilor Zoraya Hightower

Final Resolution – Motion Passes

Aye – Paul, Hightower, Stromberg

2.01 Public Safety Committee Minutes

Motion to adopt meeting minutes of the June 17, 2021 meeting as amended by Councilor Paul, made by Councilor Hightower.

Second by Councilor Stromberg

Final Resolution – Motion Passes

Aye – Paul, Hightower, Stromberg

3.01 Public Forum

No members of the public expressed a desire to speak, either in person or through the virtual format.

4.01 Discussion of Community Support Liaison Job Description:





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The Committee revisited the Community Support Liaison job description. Councilor Hightower shared with the Committee edits and changes. Councilor Hightower expressed that she had tried to broaden the job description to reflect work outside of the scope of the Burlington Police Department. There were changes made to the qualifications, to reflect that a preferred candidate would either hold a master's degree and two years of working experience, at a minimum or hold a bachelor's degree and have four years of experience. Councilor Paul pointed out that the job description was unique because the job itself is not a typical position.

Councilor Paul made a motion to move the job description, as amended by the Committee, to the attention of Human Resources Director, Kerin Durfee, for finalization and posting with the caveat that if there were any further substantive changes to the description by the Human Resources Department, the Committee would have the chance to review the description again before finalization.

Second by Councilor Stromberg

Final Resolution – Motion Passes

Aye – Paul, Hightower, Stromberg

Please see Attachment A

4.02 Police Department Oversight Discussion

The Committee discussed a proposed resolution that would expand the Burlington Police Commission's authority as it relates to police oversight and discipline. Councilor Paul gave a historical context to the resolution and discussed how there would ultimately need to be a change to the City's Charter but that will take time. Councilor Hightower and Councilor Stromberg recognized the time involved in a Charter change and they recognized that the Resolution could be a way forward in the meantime. The Committee invited Police Commissioner Stefanie Seguino to provide feedback on the draft Resolution and she discussed a number of issues and proposed solutions with the Committee. The Committee members engaged in discussion about the language of the proposed Resolution and what they were ultimately trying to accomplish. The members agreed to continue to review the draft and seek counsel from the City Attorney's Office. The Committee expressed that they hope to have a finalized version of the Resolution to present to the City Council for their August 2021 meeting.

5.01 Next Meeting and Items to Review

The Committee indicated that they will call a meeting at a time convenient for them to further discuss poignant issues, but did not set an official next meeting date.

5.01 Adjournment





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Motion to adjourn by Councilor Hightower

Second by Councilor Stromberg

Final Resolution – Motion Passes

Aye – Paul, Hightower, Stromberg

Attachment A:

City of Burlington

Job Description

Position Title: Community Support Liaison

Department:

Reports to:

Pay Grade:

Exempt/Non-Exempt:

Job Code:

Union: AFSCME



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General Purpose: The Community Support Liaison (CSL) will be a trained professional focusing on services associated with mental health and public safety which could include either 1) houselessness, substance-use disorder, and persons with chronic service needs, or 2) neighbor-to-neighbor disputes; neighborhood issues and projects including restorative justice to resolve conflict or advocacy for community needs or 3) both 1 and 2. The CSL will work across departments to timely and accurate information to implement effective tactics and strategies to provide proactive services to Burlington residents and visitors, reducing the need for enforcement activities.

The person hired will be responsible for the coordination of social work project management, to include coordination across agencies, stakeholders, and platforms. The CSL's insights and strategies, informed by trauma-centered, person-centered practices, will guide a fast-paced work environment with a single-minded focus on addressing gaps in Burlington's various social-service systems. The CSL will help individuals and families in Burlington live healthier lives. Referrals may come from several departments, including but not limited to, the Police Department and Permitting and Inspections. At times, CSLs may be paired with a police officer or other city employee.

Essential Job Functions: This section outlines the fundamental job functions that must be performed in this position. The "Qualifications/Basic Job Requirements" and the "Physical and Mental/Reasoning Requirements and Work Environment" state the underlying requirements that an employee must meet in order to perform these essential functions. In accordance with the Americans with Disabilities Act, reasonable accommodations may be made to qualified individuals with disabilities to perform the essential functions of the position.

Autonomous and Prioritized Social Work. Work in a small team of with a high degree of autonomy, responsibility, and accountability to cover limitless needs. Maintain a high operational tempo, working in a critical-incident-management setting, rather than an academic or clinical setting. Set priorities on an annual and semi-annual basis and make day-to-day and week-to-week decisions in line with those priorities.

Flexible and Team-Based Case Management. Have an understanding of best practices in providing intermittent case-management services, with the purpose of filling a gap in care until the proper provider is identified. Create and maintain up-to-date electronic records for all case interventions. Collaborate on large, interorganizational teams that require flexibility and creativity to help solve complex societal and interpersonal issues. Develop and maintain relationships with partners for a team approach to problem solving that allows for coordinated interventions to challenging quality-of-life issues and/or neighborhood conflicts.

Decision-Based and Strategic Communication and Presentation. Possess willingness to work and creatively collaborate with a wide range of entities and individuals, including government officials, police officers, persons from courts and corrections, non-profits, academia, and private enterprise. Engage in regular briefings with City leadership around the community's needs and challenges, and with constituency groups around making relevant policy recommendations to address said needs/challenges. Prepare for and attend strategy and planning meetings with the full range of stakeholders in order to assess the effectiveness of tactics and strategies.



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This role will focus on mental health and public safety. It can cover one of two needs in the community or both:

Chronic community health support:

- Upon referral, follow-up up with individuals with opioid-use-disorder, alcoholism, and other dependencies to help them access and be induced into medically-assisted treatment and other basic services.
- Work as a partner to collaborate, consult, and coordinate services with all of the Burlington social-service providers to include intensive collaboration with mental-health and substance-use disorder providers. Coordinate with the BPD Community Affairs Liaison in outreach efforts to houseless encampments as well as other community-related activities.
- Provide effective assessments and develop strategies to assist individuals in finding appropriate community resources to address their underlying need. Must engage in person-centered, low-barrier best practices.

Community crisis or conflict support:

- Respond to requests from City departments and community members for intervention in non-criminal matters. Interventions could include, but are not limited to, interactions with individuals in the midst of a mental-health crisis, deescalating individuals struggling with co-occurring issues, mediating disputes between quarreling neighbors, domestic disputes, working with houseless populations on housing solutions and relocations
- Develop and implement trainings with community partners on topics such as conflict resolution and restorative strategies around solving quality-of-life issues like noise and neighbor/roommate disputes. Present trainings to community groups as needed.

Non-Essential Job Functions:

- Performs other duties as required.

Qualifications: [ZH1]

A Master's Degree in Social Work or related field plus two years of experience, or a Bachelor's Degree in Social Work or related field and four years of relevant experience.

Excellent communication skills, with a high degree of organizational skills is necessary. Ability to clearly and effectively communicate during complex, rapidly evolving incidents. Ability to speak in a public environment while maintaining a high degree of professionalism. Ability to engage with all levels of the general public, the Police Department, and other City officials.

- Demonstrated ability to approach the position with empathy and compassion for serving community members with chronic social needs or recent trauma as well as ability to listen intently respecting all community members. Ability to actively support City **equity and cultural competency** efforts within stated job responsibilities and work effectively across cultures and constituencies. Demonstrated commitment to equity and inclusion. Ability to understand and engage with a wide variety of cultural and ethnic groups.
- **Attendance consistency and flexibility.** Regular attendance is necessary and is essential to meeting the





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expectations of the job functions. Must be able to work outside of typical business hours and weekends.

- Ability to understand and comply with City standards, safety rules, and personnel policies.

Preferred additional qualifications:

- Knowledge of Vermont criminal- and juvenile-justice systems preferred.
- Comprehensive knowledge of social services within Burlington and the Greater Burlington area.
- Must successfully complete Police Department oral board interview and background investigation.[KP2]
- Ability to obtain a Vermont Driver's License

Physical & Mental/Reasoning Requirements; Work Environment:

These are the physical and mental/reasoning requirements of the position as it is typically performed. Inability to meet one or more of these physical or mental/reasoning requirements will not automatically disqualify a candidate or employee from the position.

☒ seeing

☒ ability to move distances within warehouses and offices

☒ color perception (red, green, amber)

☒ lifting (specify ☐20_ pounds)

☒ hearing/listening

☒ carrying (specify ☐20_ pounds)

☒ clear speech

☐ climbing

☒ touching

☒ driving

☒ dexterity ☐ hand ☐ finger

☐ ability to mount and dismount forklift

☒ reading – basic

☐ pushing/pulling

☒ reading – complex

☒ shift work





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☒_x_ math skills – basic

☐_ moving objects

☒_x_ math skills – complex

☐_ pressurized equipment

☒_x_ writing – basic

☒_x_ extreme heat

☒_x_ writing – complex

☒_x_ extreme cold

☒_x_ analysis/comprehension

☒_x_ high places

☒_x_ judgment/decision making

☒_x_ noise

☒_x_ clerical

☒_x_ fumes/odors

☒_x_ inside

☒_x_ dirt/dust

☒_x_ outside

☒_x_ hazardous materials

☒_x_ works alone

☐_ electrical equipment

☒_x_ works with others

☐_ mechanical equipment

☒_x_ face-to-face contact

☐_ ability to show empathy and compassion

☒_x_ verbal contact w/others



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Supervision:

Directly Supervises: ____

Indirectly Supervises: ____

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by employees to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so classified.

Approvals:

Department Head: _____ Date: _____

Human Resources: _____ Date: _____

July 1st, 2021

[ZH1]Fix bullets in the below once you accept changes

[KP2]Inquire about this