

ORDINANCE 75-6

AN ORDINANCE CREATING A DEPARTMENT OF
HUMAN RESOURCES IN THE CITY OF
BLOOMINGTON, INDIANA

WHEREAS, the City of Bloomington is now involved in the area of human resources and

WHEREAS, it is found that there exists a need for greater efficiency and effectiveness in both City and private human services programs and

WHEREAS, the City of Bloomington, through the "New Federalism", community development revenue sharing, and through its own intent and policy, is increasingly involved in the area of human resources and

WHEREAS, consolidation and coordination of City human resources programs under a single administrative department in the City will facilitate their efficient and effective operation, and

WHEREAS, the creation of a voluntary coordination agency for providing technical services to private community human resources programs will facilitate such....

NOW THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF BLOOMINGTON, INDIANA:

Section 1. Established. That there is hereby created a chapter 2.90 of the Bloomington Municipal Code to be entitled: "Human Resources Department"; and that there shall be and hereby is established a Human Resources Department within the administration of the corporate city of Bloomington, Indiana. (Pursuant to IC 1974, 18-1-1.5-27 Ind. Ann. Stat. (1974 supp.) S 48-1477.)

Section 2. Scope and Duties: The scope and duties of the Human Resources Department shall include, but not be limited

to, the following: (1) assessing the human resources functions available in the community of the City of Bloomington, Indiana and the County of Monroe, Indiana; (2) assessing methods of improving coordination and delivery of human resources services in the community; (3) developing a plan for coordinating human resources functions of the City of Bloomington; (4) developing a referral capacity for the City of Bloomington Human Resources Department; (5) developing grant application expertise and grant review capacity to be available for local agencies in the area of human resources, including information and technical assistance for federal, state and local monies which might be available and relevant; reviewing grants for federal state and local technical and financial assistance and recommending, where appropriate, that such grants be sought; (6) creating a communication and information center for human resources programs in the community; (7) coordinating citizens recommendation for the use of governmental funds for human resources programs; (8) planning and developing contractual arrangements with the advice of the City Attorney for the use of government funds by non-city agencies for the efficient delivery of human resources services; (9) providing staff assistance for the programs of the Older Americans Center and Council; the Telecommunications Council; the Commission on the Status Women; the Human Rights Commission, and the Equal Employment Opportunity Office, in the manner as set out herein in Section 9.; (10) the continuation and supervision of all programs previously administered by the Bloomington Monroe Drug Commission, consistent with the amendments to Chapter 2.68 of the Bloomington Municipal Code as set out herein in Section 8.; (11) implementation of the administrative structure of the Human Resources Department as set, herein, in Section 9.; (12) the coordination and provision of technical assistance to the Human Resources Public Forum, as described, herein, in Section 10.; (13) coordination and the provision of technical

assistance for the various Human Resources Task Forces, as such Task Forces shall be created pursuant to Section 11, herein.

Section 3 HUMAN RESOURCES DEFINED. The area of human resources shall be construed to include any area of social concern, including but not limited to, the following: (1) social impact of planning, housing development, economic development, and to provide a structure for citizen participation. (2) consumer affairs; (3) child care; (4) drug abuse and mental health programs; (5) veterans affairs; (6) the status of women; (7) telecommunications; (8) equal employment opportunities; (9) personnel policies; (10) criminal justice planning; (11) youth programming; (12) senior citizen programming; (13) human and civil rights; (14) advocacy; and (15) the provision of any human resource service of the human resources program which is reasonably construed to be a matter of community resources, support or funding of services dedicated to human needs of the citizens of Bloomington, Monroe County, Indiana.

Section 4. Director. The head of the Human Resources Department shall be an appointee of the mayor of the City of Bloomington, and be designated the Director of Human Resources.

Section 5. Duties of Director. The Director of Human Resources shall be charged with the following duties and responsibilities (1) Supervise, communicate with and provide technical assistance to the staff of the department of human resources; establish management policy and administrative procedures; plan overall policy and budgeting for city human resources programs; and, approve staff selection and dismissal;

(2) Meet and communicate with the Equal Employment Opportunity Officer, the Human Rights Commission and the Human Rights Attorney;

- (3) Communicate with and provide technical assistance to the Director of the Older Americans Center and the Telecommunications Council;
- (4) Monitor, research and validate the community's existing human services delivery components;
- (5) Investigate human services deficiencies in the community;
- (6) Act as advocate for greater responsiveness and full services development for social services in the community and from those local units of government responsible;
- (7) Coordinates, has knowledge of and maintains liaison with public and private institutions involved with social service programs and their development;
- (8) Act as centralized community information/referral agency by acting as a clearinghouse for information on social services in the community;
- (9) Provide new service models more responsive to citizen needs by selective demonstration program development and short term sponsorship;
- (10) Provide technical assistance to city departments, public and private agencies and organizations in areas such as grantsmanship, organizational development, management, evaluation, training and staff development, community organization, and citizen participation;
- (11) Initiate Joint Planning and Planning assistance with public and private agencies to avoid possible duplication, proliferation and fragmentation of services;
- (12) Perform fiscal coordination by functioning as the responsible fiscal agent for the coordination and effective management of multiple funding sources;
- (13) Provide technical assistance and coordination for the Human Resources Task Forces, created pursuant to Section 10;
- (14) Provide technical assistance and coordination for the various Human Resources Task Forces, created pursuant to Section 11 of this Chapter;
- (15) Implement the administrative structure as contained, herein, in Section 6 of this Chapter; and

(16) Prepare annual and quarterly reports of the activities of the Department presented jointly to the Common Council and Mayor of the City of Bloomington.

Section 6. Administrative Staff. There are hereby created two administrative positions within the Human Resources Department, entitled Human Resources Program Coordinator and Community Ombudsperson. The duties and responsibilities of said administrative positions shall be as follows:

PROGRAM COORDINATOR:

1. Functions as deputy or administrative assistant to the Director of Human Resources in charge of city alternative programs;
2. Responsible for the development, supervision and oversight of all staff persons, project directors and service personnel limited only by the need of said persons to exercise responsible authority for their areas of work;
3. Oversight of maintenance of the alternative programs buildings;
4. Fiscal accountability for all monies related to program expenditures and staff remuneration;
5. Coordination of Monroe County programs and program development with like regional efforts;
6. Coordination of alternative programs with programs and activities of other community service agencies;
7. Public relations for alternative programs;
8. Preparation and submission of an annual report related to program and monies expended for the calendar year:

COMMUNITY OMBUDSPERSON

1. Channels citizen participation, linking citizen complaints and concerns to the proper and answerable agency, whether public or private, for resolution.
2. Operates information clearinghouse activities for city and public source efforts.
3. Provides citizens with technical assistance for dealing with public agencies.

Section 7. Equal Opportunity Employment Office. There is hereby created a position of Equal Opportunity Officer/Contract Compliance Officer within the Human Resources Department. This officer shall be affiliated with the Director and staff of said Department for the purposes of technical assistance and communication, but the officer shall be the enforcer of program requirements for affirmative action and equal employment opportunities as required by the City of Bloomington, Indiana, as the grantee of various federal and state assistance programs, in conformance with the Code of Federal Regulations, construing the following: Title VI of the Civil Rights Act of 1964 (Pub. L. 88-352); Title VII of the Civil Rights Act of 1968 (Pub. L. 90-284); section 109 of the Housing and Community Development Act of 1974 (Pub. L. 43-383); Section 3 of the Housing and Urban Development Act of 1968; Executive Order 11246; Executive Order 11063; and HUD regulations issued to implement these authorities. Except for the relationship specified in the regulations of the Bloomington Human Rights ^{Commission} ~~Commission~~ promulgated pursuant to the authority vested in said Human Rights Commission by the Indiana Civil Rights Act of 1965 and section 2.60.050 of the Bloomington Municipal Code, the officer shall be independent to enforce the equal opportunity employment requirements of federal, state, and local law.

Section 8. Alternative Programs Commission. Chapter 2.68 of the Bloomington Municipal Code is hereby amended to become a part of Chapter 2.90 of the Bloomington Municipal Code. Chapter 2.68 is hereby amended as a part of this ordinance by changing the name of said commission from "Bloomington Monroe Drug Abuse Commission" to the "Bloomington Monroe Alternative Programs Commission" and the name Alternative Programs Commission shall be substituted throughout Chapter 268. All programs of said commission shall

be transferred intact into the Human Resources Department as of January 1, 1975. All programs employees of said "Commission" within the Human Resources Department, except that the Drug Abuse Coordinator shall become the Human Resources Program Coordinator, with the duties and responsibilities as set out in Section 6 of this ordinance. Section 2.68.040. Quorum. Shall be amended to read as follows: A quorum of four commissioners will constitute an official ^{meeting}; a majority vote is necessary for passage of motions.

Section 9. Administration Structure. The Human Resources Department shall be organized to provide for supervision, technical assistance and communication.

(a) The Alternative Programs Commission, Chapter 2.68 of the Bloomington Municipal Code as amended to become a part of Chapter 2.90 as hereby created shall receive the benefit of all three essential department functions supervision, technical assistance and communication. However, the said Commission shall retain all powers and responsibilities conferred by chapter 2.68 of the Bloomington Municipal Code as amended by this ordinance and shall retain the power of supervision of program employees of said commission as of January 1, 1975.

(b) The Bloomington Municipal Code Sections 2.60.040 (a) (b), Human Rights Commission; 2.81.040 (a) (b), Women's Commission; 2.77.010 (c-6) (c-8), Telecommunications Council are hereby amended by adding the following language; to-wit;

"... and shall be affiliated with the Human Resources Department for the provision, through the Director and staff of said Department, of the services of technical assistance and communication."

Said Boards and Commissions shall be commonly known as "Affiliated Commissions of Human Resources" for the general purpose of fulfilling the obligations to the community in the area of Human Resources as set out

in this Ordinance in Section 2. Said "Affiliated Commissions" shall retain all powers vested by their respective ordinances.

(c) Section 2.36.090 shall be added to the code to read as follows; to-wit:

"2.36.090 Older Americans Center. The supervision of all recreational activities presently provided through the Department of Parks and Recreation to the Older Americans Center, as of January 1, 1975, shall be retained. However, the Older Americans Center and Council shall be affiliated with the Human Resources Department as an "Affiliated Commission" for the provision, through the Director and staff of said Department, ^{of} the services of technical assistance and communication, consistent with the provisions of Administrative Structure, Chapter 2.90, Bloomington Municipal Code entitled: 'Human Resources Department'. Such programs as may be developed through the Human Resources Department to supplemental recreational activities shall be supervised by the Director of Human Resources and staff."

No part of this ordinance shall be construed to interfere, limit or restrict, the present operation of the Older Americans Center or the personnel of the Department of Parks and Recreation.

(d) The Human Rights Attorney and office of Equal Employment Opportunity and Community Ombudsperson shall be independent staff of the Department affiliated for the purposes of technical assistance and communication and shall not be subject to supervision of the Director.

(e) The Administrative Structure as represented in the organizational chart attached to this ordinance 75-6 as Appendix A, shall be construed to be a part of the text of this chapter 2.90 of the Bloomington Municipal Code.

Section 10. Human Resources Forum. There is hereby created a Human Resources forum to be a public meeting of the citizenry of the City of Bloomington, Indiana to be conducted quarterly. The forum shall consist of an agenda of discussion consisting of items concerning the community's need for human resources services and the ability of community agencies, both public and private, to meet those needs and items concerning the means through which Human Resources services may most effectively meet the needs of the community. The general citizenry of the community will be invited to discuss with public officials the needs for human resources and the various public service agencies of the community shall be invited to participate in the discussion as to the services presently being provided, future programming and the most effective means of financing and developing future programming, both public and private, to meet community needs through the utilization of both funded and voluntary efforts. The Common Council shall invite not less than twenty-five (25) public and private agencies within the community to attend the meeting as official representatives of various organizations and to make presentations on their programming, as well as to participate as panelists in the public discussion. The City of Bloomington shall be represented by representatives of the Mayor's office, Common Council, the various boards and commissions and the various departments of the City of Bloomington as shall be designated in the joint resolution calling the forum into session and inviting the participation of the various agencies as to be therein designated.

The Human Resources Forum shall be conducted and coordinated by the Director of the Human Resources Department and the staff, however, the chairpersons of the forum shall be adopted by the Common Council.

The Director of the Human Resources shall arrange to have the minutes of the Human Resources Forum^{prepared} and to provide the copies of said minutes to the Common Council, Mayor, Chairpersons of various Council Committees as shall request same and any other private funding agencies, or^{to any} community service agency as shall request same and to provide copies of said minutes for public inspection during regular office hours of the Department.

Section 11. Task Force System. The Common Council may at any appropriate time create a Human Resources Task Force by the passage of a Task Force Resolution. A Task Force Resolution shall consist of the following:

- (1) The specific question to be presented for the Task Force to resolve.
 - (2) The number of citizens to be appointed to said Human Resources Task Force, which shall always be an odd number of which the Mayor shall appoint a simple majority and the Common Council one less.
 - (3) Whether representatives of certain agencies, boards or commissions should be designated within said Task Force Resolution as agency representatives to the Task Force.
- (a) Such Human Resources Task Forces shall be created for a period of not more than six (6) months and will be charged with the following responsibilities:
- (1) The preparation of a tentative action plan utilizing^{to} the maximum extent possible existing public and private reports and active plans.
 - (2) The presentation of the tentative report to the general citizenry in not less than two (2) public hearings, to be held within the prescribed six (6) month time period.
 - (3) The preparation of a final report to be presented jointly to the Common Council and

the Mayor of the City of Bloomington, Indiana which shall include, but not be limited to: (1) a compilation of existing reports when appropriate; (2) minutes of the public hearing(s) on the tentative action plan; and (3) any recommendations for public or private action which are deemed appropriate including, but not limited to, recommended legislation; and (4) This final report shall include any minority reports as suggested or recommended by members of the Task Force.

- (b) Such Human Resources Task Forces as may be created pursuant to this resolution may be extended for a period of not more than three (3) months by a continuing resolution of the Common Council. Provided that, at least one (1) additional public hearing shall be held by each said task force during the term of each continuing resolution.
- (c) The Task Force Final Report/Action Plan of any Task Force created pursuant to this section may be adopted or amended by the City of Bloomington, Indiana by a ratifying or amending Resolution passed by the Common Council, ^{and} signed by the Mayor, Provided that in those cases, in which legislation is involved, said legislation shall be processed as a nominal ordinance of the City of Bloomington, Indiana.

Section 12. This Ordinance shall be in full force and effect from and after its passage by the Common Council and approval by the Mayor.

PASSED AND ADOPTED by the Common Council of the City of Bloomington, Indiana. This 6th day of March 1975.


 Brian De St. Croix, President
 Common Council

ATTEST:

Karel Dolnick
Karel Dolnick, City Clerk

Presented by me to the Mayor of the City of Bloomington
this 20th day of March 1975 at the hour of
4:35 o'clock, p.m.

Karel Dolnick
Karel Dolnick, City Clerk

This ordinance was approved and signed by me on this 1
day of April, 1975, at the hour of 9 o'clock, a.m.

Francis X. McCloskey
Francis X. McCloskey, Mayor
City of Bloomington, Indiana

I HEREBY MOVE THAT ORDINANCE 75-6

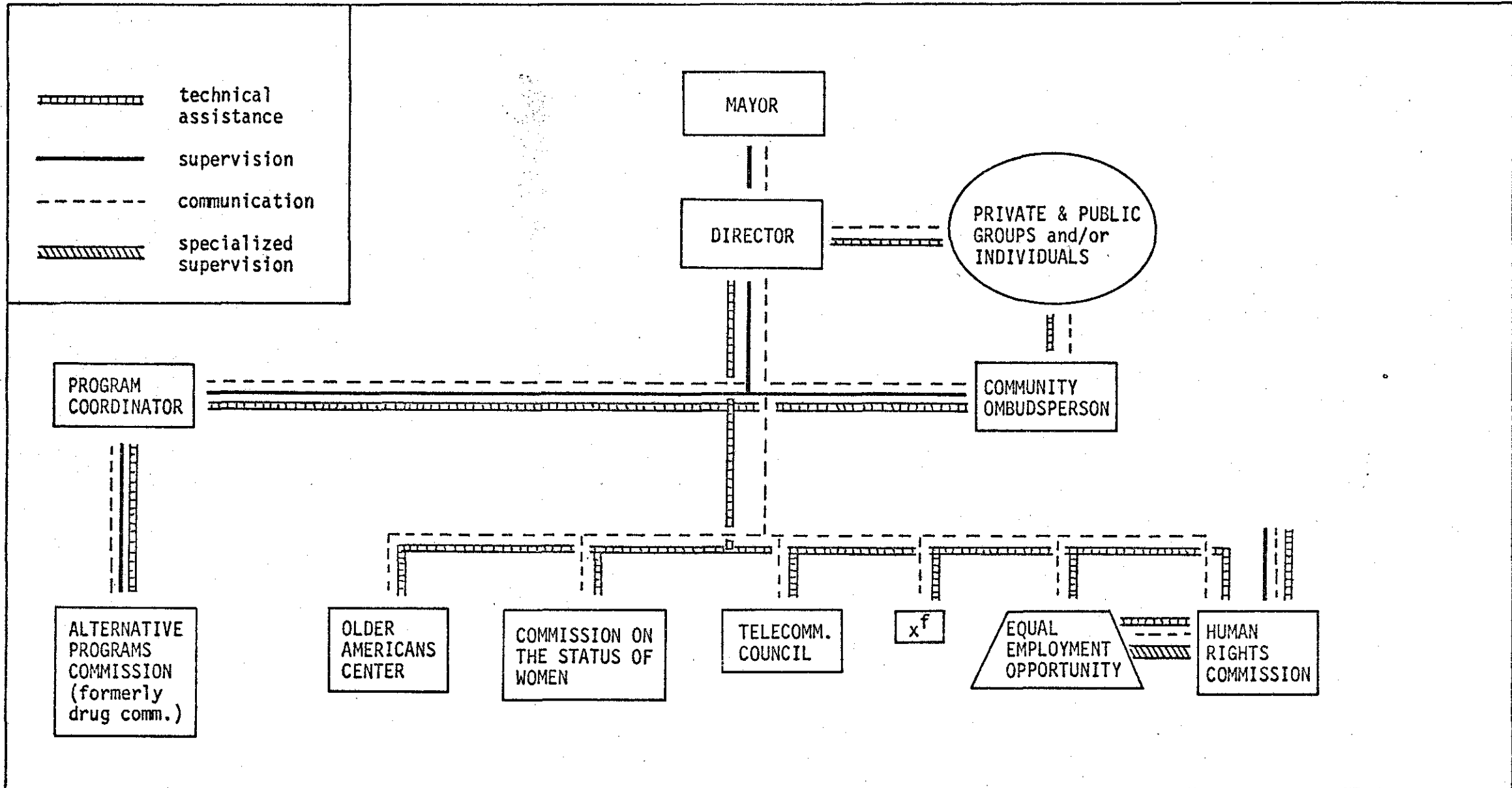
BE INTRODUCED AND READ AT FIRST READING AT THE

COUNCIL MEETING ON February 20, 1975



(Signature)

DEPARTMENT OF HUMAN RESOURCES



TO: COMMUNITY RESOURCES COMMITTEE: JIM ACKERMAN, CHAIRMAN

FROM: STEVE RICHARDSON

IN RE: 75-6: HUMAN RESOURCES DEPARTMENT

DATE: 2/10/75

Media reports to the contrary notwithstanding, Ordinance 75-6 presently before you is a compilation of the two previously submitted ordinances, 74-115 and 74-116, which borrows liberally from both earlier submissions as well as drawing on the notes taken at the Special Council Committee on Human Resources' meeting of February 1, 1975. We have sought to spell out in copious detail all of the various relationships, both old and new, which will be created or extended within the orbit of Human Resources.

SECTION I: Creation of Department and new chapter of Bloomington Municipal Code: Source: BMC, standardized ordinance form.

SECTION II: Scope and duties spelled out in detail drawing heavily upon Ordinance 74-115 (as proposed) with additions and clarifications to make Section clear.

SECTION III: Source 74-115

SECTION IV: Director source IC (1974) 18-1-1.5-27; Ind. Ann. Stat. (1974 Supp.) 48-1476.

SECTION V: Director's duties; source: job description materials as submitted with ordinance 74-116 with additions to clarify and complete.

SECTION VI: Administrative Staff: Source: job description materials as submitted with ordinance 74-116 with additions to clarify and complete.

SECTION VII: Equal Employment Opportunity Officer: new.
Restates the basic job responsibility of E.O. Officer and describes the relationship worked out between the Human Rights Commission and Officer concerning the enforcement of Affirmative Action through 2.60.050. BLOOMINGTON MUNICIPAL CODE.

SECTION IIX: Drug Commission: Source: Ordinance 74-116, specified per the requests of Committee persons.

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SECTION IX: Administrative structure: incorporated flow chart per Mr. Ackerman's request.

SECTION X: Public Forum: Sources: notes of February 1, 1975 Meeting.

SECTION XI: Task Force: Source : Ordinance 74-116 and notes 2/1/75.