

**Organizational Synergy & Human Resources Committee  
January 26, 2006 Meeting**

**Draft Minutes**

Members Present: Mark Cooper, Acting Committee Chairman  
James Francis

CRRA Staff Present: Tom Kirk, President  
Jim Bolduc, Chief Financial Officer  
Chris Hyfield, Human Resources Manager  
Kristen Greig, Secretary to the Board/Paralegal

Chairman Cooper called the meeting to order at 8:30 a.m. and noted that there was a quorum.

**1. APPROVAL OF MINUTES OF THE NOVEMBER 28, 2005 ORGANIZATIONAL SYNERGY & HUMAN RESOURCES COMMITTEE MEETING**

Chairman Cooper requested a motion to table the approval of the minutes of the November 28, 2005 Organizational Synergy & Human Resources Committee meeting. The motion made by Director Francis was seconded by Chairman Cooper.

The motion to table was approved unanimously.

**2. EXECUTIVE SESSION**

Chairman Cooper requested a motion to enter into Executive Session to discuss personnel matters. The motion was made by Director Francis and seconded by Chairman Cooper. The motion previously made and seconded was approved unanimously. Chairman Cooper requested that the following people remain for the Executive Session, in addition to the Committee members:

Tom Kirk (Present in Executive Session until 9:06 a.m.)  
Jim Bolduc (Present in Executive Session until 9:06 a.m.)  
Chris Hyfield (Present in Executive Session until 9:06 a.m.)

The Executive Session commenced at 8:31 a.m. and concluded at 9:15 a.m.

The meeting reconvened at 9:15 a.m. and Chairman Cooper noted that no votes were taken in Executive Session.

**3. REVIEW ANNUAL PERFORMANCE AND RECOMMEND ANNUAL COMPENSATION OF SENIOR MANAGEMENT**

Chairman Cooper requested a motion regarding the above-captioned matter. Director Francis made the following motion:

**RESOLVED:** That the salaries for the Director of Environmental Services, Director of Operations, and Director of Legal Services be adopted as presented and discussed by the Organizational Synergy & Human Resources Committee.

Chairman Cooper seconded the motion.

The motion previously made and seconded was approved unanimously.

**4. REVIEW PROPOSAL FOR ADOPTION OF A PROVISION TO ALLOW PART-TIME EMPLOYEES TO CARRY OVER THEIR VACATION FROM YEAR-TO-YEAR WITH A GRACE PERIOD**

Mr. Hyfield said that, currently, part-time employees do not have the ability to carry over vacation time and explained that when vacation is accrued, it is awarded in the following month. Mr. Hyfield explained that because the December vacation time was not awarded until January, adjustments had to be made to give part-time employees the December accrual in December so it could be used before it was lost in January. Mr. Hyfield stated that this situation created a scheduling problem because all of the part-time employees had to use their December vacation time in December so it would not be lost.

Mr. Hyfield said that there were a couple of scenarios that could solve this issue, both of which were easy to administer. The first is to allow part-time employees to carry over their vacation time up to the maximum accrual allowed. The second was to set up a reasonable grace period past December, which would allow part-time employees more time to use their vacation time.

Director Francis stated that there was another option and suggested awarding vacation time up front on January 1<sup>st</sup>. Director Francis stated that this would allow part-time employees to use the time throughout the year. Director Francis said that if employment with the Authority ended before December, that vacation time could be prorated. Mr. Hyfield stated that management had also considered doing that for full-time employees. Director Francis said that he would be concerned about the amount of time that could be accrued with a carry over scenario.

Mr. Kirk said that he would like to ensure that a new employee who starts a couple of months into the year can still go on vacation with their family without going off payroll, which they can do with personal time if they have not accrued enough vacation time. Mr. Hyfield noted that employees typically use personal days for sick time and doctor appointments, and with a couple of incidents, it is easy enough to use up that time without having to use it for vacation.

Mr. Bolduc said that with a grace period, part-time employees could be given two months before any accrued time would be lost. Director Francis said that could create the same scheduling problem, just at the end of February instead of in December. Mr. Kirk said that, if vacation time were to be awarded up-front, there would be an inconsistency between part-time and full-time employees.

Chairman Cooper asked if part-time employees who work only twenty hours per week get nine days of vacation per year. Mr. Hyfield responded that part-time employees usually work more in the range of thirty hours per week and said that employees must work a minimum of twenty hours to be eligible for paid vacation time.

Mr. Hyfield said he would be concerned about awarding part-time employees vacation time up front without doing the same for full-time employees. Director Francis said he would be comfortable awarding the time up front to full-time employees also. Mr. Kirk said that would be well received by the employees. Mr. Kirk asked if someone left before the end of the year if it was possible to take back the vacation time for the time the employee was no longer in the employ of CRRA. Director Francis said that is how West Hartford handles their vacation time. Mr. Kirk stated that he would not want employees who know that they are leaving to use all of their unearned vacation time before they leave. Chairman Cooper said that the vacation time that was used, but not earned, would come out of their final paycheck. Mr. Kirk said that as long as there was not a problem with the Authority losing time because an employees leaves after using all of their vacation time, he has no problem with that scenario. Director Francis noted that West Hartford has never had that problem.

Mr. Bolduc stated that CRRA had to be careful if employees were near the maximum accrual allowed so that adding all of the time at once does not put them at risk of losing their accrued time. Mr. Kirk stated that, over the course of the year, an employee is allowed to accrue more time than can be carried over and it will not be lost as long as the time is used before December 31<sup>st</sup>.

Mr. Kirk said that management would bring a policy to the next meeting that would award all employees their vacation time on January 1<sup>st</sup> and provide for used but unearned vacation time to be returned upon termination.

## **5. INFORMATIONAL REVIEW**

Regarding the informational items, Mr. Kirk noted that there were no significant changes in the Authority's Organizational Goals. Mr. Kirk pointed out that goal number seven is in line with CRRA's attempt to be more influential with legislative and governmental organizations and to advocate for CRRA interests.

Mr. Kirk stated that there are currently two vacant positions. Mr. Kirk said that management thinks they have identified the best candidate for the Operations Manager/Business Development Position. Mr. Hyfield explained that the candidate has a lot of experience and would be a good fit with the organization. Mr. Kirk said that interviews have not yet begun for the vacant Senior Analyst position and Mr. Hyfield added that management was in the process of reviewing resumes for that position.

Chairman Cooper noted that he would like the Committee to collaborate with the Executive Committee to do the performance reviews for the President and Chief Financial Officer.

**6. ADJOURNMENT**

Chairman Cooper requested a motion to adjourn the meeting. The motion made by Director Francis and seconded by Chairman Cooper was approved unanimously.

The meeting was adjourned at 9:30 a.m.

Respectfully submitted,

Kristen B. Greig  
Secretary to the Board/Paralegal