

**Organizational Synergy & Human Resources Committee
November 28, 2005 Meeting**

Minutes

Members Present: Steve Cassano, Committee Chairman
Mark Cooper

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

Chairman Cassano called the meeting to order at 1:05 p.m. and noted that there was a quorum.

1. APPROVAL OF MINUTES OF THE SEPTEMBER 27, 2005 ORGANIZATIONAL SYNERGY & HUMAN RESOURCES COMMITTEE MEETING

Chairman Cassano requested a motion to accept the minutes of the September 27, 2005 Organizational Synergy & Human Resources Committee meeting. The motion made by Director Cooper was seconded by Chairman Cassano.

The minutes were approved unanimously.

2. REVIEW AND RECOMMEND APPROVAL OF THE ANTHEM HEALTH/DENTAL RENEWAL AND CONTINUATION OF THE VISION, LIFE AND DISABILITY PLANS

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

RESOLVED: That the Board of Directors authorizes the renewal of the health and dental insurance through Anthem for the period of January 1, 2006 through December 31, 2006 for an estimated premium of \$682,333.

FURTHER RESOLVED: That the Board of Directors authorizes the continuation of the vision, life, long-term disability and short-term disability insurance through The Standard Insurance for the period of January 1, 2006 through December 31, 2006 for an estimated premium of \$78,554.

Chairman Cassano seconded the motion.

Mr. Hyfield explained to the Committee that management is recommending renewing the health and dental insurance at an increase of approximately four-percent. Mr. Hyfield said that CRRA was pleasantly surprised with the premium this year. Mr. Hyfield stated that Anthem has

changed the way they price small groups, basing decisions on the group's experience rating rather than market increases, which was to CRRA's advantage.

Chairman Cassano asked what percentage the insurance increased last year. Mr. Hyfield responded that increase was just under ten percent and added that this year CRRA's broker was estimating a nine to twelve percent increase over last year. Mr. Hyfield stated that Anthem petitioned the insurance commission to change the way they price small groups which resulted in the lower premium. Chairman Cassano stated that an increase based on experience is a fair way to determine premiums.

The motion previously made and seconded was approved unanimously.

3. REVIEW AND RECOMMEND APPROVAL OF THE REVISED COMPENSATORY TIME POLICY

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

RESOLVED: That the revised Compensatory Time Policy of the Connecticut Resources Recovery Authority be adopted substantially in the form as approved by the Organizational Synergy and Human Resources Committee.

Chairman Cassano seconded the motion.

Mr. Hyfield stated that the changes to the comp time policy were made to comply with the Governor's report to the quasi-public agencies. Mr. Hyfield noted that the change making senior management ineligible for comp time would be effective January 1st.

Chairman Cassano asked for confirmation that the policy did not allow for the accumulation of more than one week of comp time. Mr. Hyfield confirmed.

Chairman Cassano asked if the required two-week advance notice gives employees enough time to use comp time effectively. Mr. Kirk said that, in practice, employees sometimes use comp time without the two-week notice because CRRA's intent with this policy was to make this time available to employees when they need it. Mr. Kirk noted that, as a control mechanism, he signs off on comp time requests before the time is taken. Mr. Kirk said that he would not mind if that two-week time frame was changed because he does not see the benefit to the two-week notice. Mr. Kirk added that comp time is a scheduling issue that the employees work out with their supervisors. Chairman Cassano stated that the two-week requirement could be replaced with the requirement that the employee get his or her supervisor's approval.

Mr. Kirk noted that, when this issue was originally raised, he volunteered the five senior managers to give up their comp time. Mr. Kirk stated that the senior managers agreed to give up the time, but said they were a little disappointed. Mr. Kirk asked the Committee to give some thought to offering some other consideration for giving up that time. Mr. Kirk suggested increasing the personal time for employees that are no longer eligible for comp time. Mr. Kirk

said that, without the availability of comp time, those employees are not generating hours that could be used for non-vacation uses such as funerals, etc. Mr. Kirk said that the minimal administrative change of adding 37.5 hours of personal time for employees that are not eligible for overtime or comp time would be well received. Mr. Kirk noted that all employees currently have eight personal days. Chairman Cassano said that it makes sense to take some action so senior management is not “left out in the cold.”

Director Cooper asked if comp time could be carried over from year to year. Mr. Hyfield responded that comp time could carry over pay periods, but all comp time zeroes out on December 31st. Chairman Cassano asked if that resulted in an empty office at the end of the year. Mr. Kirk said that has never been a problem because supervisors keep it under control.

Chairman Cassano reviewed the proposed change that would allow additional personal time for employees who are not eligible for comp time or overtime. Mr. Hyfield noted that the Employee Handbook would have to be revised to reflect that change. Chairman Cassano stated that he would like the Committee to recommend the revised compensatory time policy to the Board and recommend that the administration add additional personal time to the Employee Handbook for employees who are not eligible for either comp time or overtime. Mr. Hyfield confirmed that those employees would have thirteen personal days if 37.5 hours were added.

Chairman Cassano asked if other salaried employees have an opportunity to generate enough hours to earn comp time. Mr. Kirk said that the opportunity is there, but very few employees carry a comp time balance because they know they lose those hours at the end of the year. Chairman Cassano said his concern is that thirteen days might look too generous to other employees and suggested that maybe that should be lowered to twelve days. Mr. Kirk agreed that four days would still be consideration for those individuals who are losing that time. The Committee agreed that thirty hours is fair consideration.

The motion previously made and seconded was approved unanimously.

Chairman Cassano moved to suspend rules to include a recommendation that four additional days of personal time be made available to employees who are not eligible for comp time or overtime. Director Cooper seconded the motion. The motion previously made and seconded was approved unanimously.

4. REFER FOR REVIEW TO THE POLICIES & PROCUREMENT COMMITTEE THE QUASI-PUBLIC COMPENSATION AND BENEFIT MANAGEMENT REPORT AND THE REVISED COMPENSATORY TIME POLICY

Mr. Kirk explained that Board Chairman Pace asked that the Organizational Synergy & Human Resources Committee refer the actions taken in response to the Quasi-Public Compensation and Benefit Management Report to the Policies & Procurement Committee (P & P Committee). Mr. Kirk said that the P & P Committee would do an additional administrative review to ensure that the intent of the report was being met by CRRA’s existing standards and by the recent changes made to the comp time policy.

Chairman Cassano moved that the actions be forwarded to the Policies & Procurement Committee for review. The motion was seconded by Director Cooper and approved unanimously.

5. HUMAN RESOURCES STATUS REPORT

Mr. Hyfield stated that second interviews for the Government Relations Liaison would be held later that afternoon. Mr. Hyfield noted that the Part-Time Educator position in Stratford has been filled and the new employee will start December 6th. Regarding the Operations Manager/Business Development position, Mr. Hyfield informed the Committee that Larry Brown is interviewing additional candidates after three candidates had already been interviewed. Mr. Hyfield stated that he asked Mr. Brown to expand his search for candidates for the position.

6. EXECUTIVE SESSION

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

Tom Kirk
Chris Hyfield

The Executive Session commenced at 1:25 p.m. and concluded at 1:51 p.m.

The meeting reconvened at 1:51 p.m. and Chairman Cassano noted that no votes were taken.

6. ADJOURNMENT

Chairman Cassano made a motion to adjourn the meeting. The motion seconded by Director Cooper was passed unanimously.

The meeting was adjourned at 1:51 p.m.

Respectfully submitted,

Kristen B. Greig
Secretary to the Board/Paralegal