

**Organizational Synergy & Human Resources Committee  
September 27, 2007 Meeting**

**Minutes**

Members Present: Mark Cooper, Committee Chairman  
James Francis  
Edna Karanian

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

Chairman Cooper called the meeting to order at 8:38 a.m. and noted that there was a quorum.

**1. APPROVAL OF MINUTES OF THE JULY 26, 2007 ORGANIZATIONAL SYNERGY AND HUMAN RESOURCES COMMITTEE**

Chairman Cooper requested a motion to approve the minutes of the June 28, 2007 Organizational Synergy & Human Resources Committee meeting. Director Francis made the motion, which was seconded by Director Karanian.

The minutes were approved unanimously.

**2. REVIEW AND DISCUSS PART-TIME EMPLOYEE HEALTH INSURANCE BENEFITS/REVISED PROPOSAL**

Chairman Cooper asked for a motion to present a 70/30 cost ratio for part-time employee health benefits to the Board for approval. The motion was made by Director Francis and seconded by Director Karanian.

Mr. Hyfield explained that CRRA's insurance provider, ConnectiCare, has a program that doesn't require a thirty hour component for eligibility in part-time employee health insurance (thirty hours is the typical minimum). The eligibility is determined by a consistent average of twenty hours a week per employee. Director Karanian asked Mr. Hyfield how the twenty hours was measured. Mr. Hyfield explained it was an average taken over the year which has to be monitored, but CRRA's average part-time employee works at least twenty-five to twenty-eight hours a week.

Mr. Hyfield proposed offering the part-time insurance at a cost ratio of 80% for CRRA and 20% for the employee. The plan would be restricted to employees only and would cost the part-time workers \$40.38 on a bi-weekly basis. Currently CRRA is the only quasi-public that does not offer part-time employee health benefits.

Mr. Hyfield's research among part-time employees who are interested in participating in the plan discovered that at present only two part-time employees would enroll, which would be about a \$7,350 yearly cost to CRRA. Director Francis asked Mr. Hyfield how many of CRRA's employees would be eligible. Mr. Hyfield explained that seven employees were currently eligible and a model estimating the costs of offering coverage to those seven eligible employees projected total yearly costs of \$29,400 for CRRA.

Director Francis inquired if the possibility of employees who are currently insured elsewhere could possibility switch to the insurance offered by CRRA. Mr. Kirk felt this was unlikely as the cost savings would most probably not be significant enough to induce such a change. Director Karanian suggested that for the purpose of anticipating all possible costs to CRRA that the model which reflected the cost of all possible part-time employees enrolling in insurance be used.

Mr. Kirk added that an advantage to offering insurance to part time employees is the incentive given to possible applicants in the future. Chairman Cooper asked if part-time employees were offered a buy-out if they chose to find insurance elsewhere. Mr. Kirk replied that CRRA did not currently have such a plan but Mr. Hyfield will be exploring the possibility for the future as it may save CRRA money. Mr. Hyfield pointed out that this buy-out option may also be used as an incentive for recruiting new part-time employees.

Director Francis expressed concern over the additional cost which would be associated with employing part-time help if insurance were offered. Mr. Kirk felt that the advantage to CRRA was worth the cost. Director Francis pointed out that unions are currently pushing for part-time insurance which can be costly for municipalities with a high volume of part-time employees.

Mr. Bolduc pointed out that changing the cost ratio could help save future costs for CRRA. After some discussion the Committee decided that offering a cost ratio of 70% CRRA, 30% employee would be affordable on CRRA's part and still offer the employees comparable insurance costs. Mr. Hyfield explained that this decision would be submitted to the Board at the October 25, 2007 Board Meeting.

The motion previously made and seconded was approved

### **3. REVIEW AND RECOMMEND FOR BOARD APPROVAL RESOLUTION REGARDING CRRA'S ADHERENCE TO STATE STATUTES GOVERNING EQUAL OPPORTUNITY AND AFFIRMATIVE ACTION**

Chairman Cooper asked for a motion to accept the above-captioned matter in order to recommend it to the full Board. The motion made by Director Francis was seconded by Director Karanian.

Mr. Kirk explained to the Committee that this particular issue needed to be resolved in order to proceed with a contract with CT DEP. Director Francis explained that he had broached to the Policies & Procurement that the Human Resources Committee should review the

resolution as well. Chairman Cooper stated that he would broach the joint resolution at the Board meeting.

The motion previously made and seconded was approved.

#### **4. HUMAN RESOURCES UPDATES**

Mr. Hyfield explained that through research he learned that CRRA's employees can participate in the State's 457 b plan at an affordable expense ratio for employees, which would also remove the fiduciary responsibility of CRRA. CRRA's financial services provider Hooker & Holcombe will examine the costs and requirements.

Mr. Hyfield's findings in an investigation as to whether or not other quasi-state agencies use a COO title was negative. Larry Brown's firm, Horton International is currently looking for a replacement for the Director of Operations.

Mr. Kirk asked the Committee to consider changing the current daily three minute allowance of personal time on CRRA issued cell phones to off-site employees to 150 minutes a month. He explained the need for this change is based not only on the ability of CRRA employees who work primarily within the office to use their personal phone without paying a cost, as well the administrative difficulties in billing for the excessive minutes. He also pointed out that the additional minutes would be at no additional cost to CRRA. The Committee agreed to the change with Chairman Cooper requesting a copy of the current policy which Mr. Kirk stated he would get to him.

#### **5. EXECUTIVE SESSION**

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

Chris Hyfield

The Executive Session commenced at 9:06 a.m. and concluded at 9:20 a.m.

The meeting reconvened at 9:21 a.m. and Chairman Cooper noted that no votes were taken in Executive Session.

#### **9. ADJOURNMENT**

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

The meeting was adjourned at 9:23 a.m.

Respectfully submitted,

Moira Kenney  
Secretary to the Board/Paralegal