

CRRA Organizational Synergy & Human Resources Committee

December 2, 2002 Meeting

Draft Minutes

Members Present: Stephen Cassano, Committee Chairman

James Francis

Mark Cooper

John Mengacci

Others Present: Gary L. Gendron, Director of Administration

Angelica Mattschei, Corporate Secretary

Chairman Cassano called the meeting to order at 9:45 a.m.

The Committee reviewed the Steering Committee's Report to the Connecticut General Assembly. Mr. Gendron said that Chapter 4, the OS&HR Committee section,

was largely based on the Steering Committee retreat that included himself, Mr. Flaherty and Ms. Schmidt.

Chairman Cassano said that the “Internal Communications Lacking” section pointed out that communication was lacking without a president, but it did not state that the Committee had performed many of the functions such as dealing with moral issues and filling in vacancies. Director Francis said communications with staff and the authorization of the Wellness Committee should tied in with employee moral. Director Francis added that a list of the positions filled by the Committee should be listed. Director Mengacci suggested that a list be generated of the issues inherent from previous leadership and the actions taken by the new Board to stabilize the situation.

Mr. Gendron said that all managerial employees had attended the Ethics sessions and a list was being generated. Mr. Gendron added that all but one or two of the Board members had completed Ethics training. The Board members who did not attend the Ethics training already received the training from prior or existing positions, he said.

Director Cooper noted that the word “was” in the third paragraph under the “Chairman moves to increase collaboration, communication” section should be changed to “has.”

Director Francis suggested that the newly created Budget Analyst position should be mentioned under “Staff positions to restructured to improve interaction.” The

Committee decided that the word “locate” in the second paragraph of that section should be changed to “create.”

Under “Employee policies,” Director Francis suggested that the policy on long-term disabilities should be added. There is a brief discussion of the "Employee Compensation System" section. It was decided that "In February of 2002" should be deleted from the first sentence of the first paragraph and that a second sentence should be added stating that "The effect for employees is that salaries had been frozen since January 1, 2001." Chairman Cassano suggested that a sentence at to the end of the second paragraph stating, “The full Board has not acted upon the recommendation to unfreeze merit increases for 2001 and to unfreeze merit increases for 2002.”

Director Mengacci asked whether there was a liability with regards to staff not receiving merit increases despite the policy. Mr. Gendron replied that he believed there was. Chairman Cassano noted that some CRRA employees had not received the merit increase since January 2001. Comparing CRRA employees with state employees was not fair to state employees receive two raises in 2001 and most received them in July of 2002, he said. Director Mengacci stated that Director Ryan has taken the position that he would vote against raises for all quasi-public agencies.

Mr. Gendron stated that some employees concerned that the sick and personal time payouts were going to be taken away. Chairman Cassano responded that the policy should be adhered to and the prior agreements should be granted.

Under the "Statutory Cap on CRRA Staff" section, Mr. Gendron recommended that a list of the positions and an explanation of how to positions saved money should be included. The Committee decided to remove the second sentence from the last paragraph of the section that stated "Additionally, the Committee will be evaluating whether the cap should be raised or altogether eliminated."

Under "Government Relations," Chairman Cassano said that some language was needed to indicate that CRRA would be using a part-time person to protect and promote the interest of CRRA's municipal customers at the Capital. Director Mengacci suggested that an explicit statement be included stating that CRRA was in compliance in terms of the use of outside lobbyists. Mr. Flaherty suggested adding, "Moreover, CRRA terminated contracts with government relation firms prior to the passage of the Act."

the Committee reviewed Chapter 1: The Steering Committee. Director Cooper suggested that CRRA's lack of focus or moving away from its primary purpose be discuss them that the new Board was focus on going back to basics. Mr. Flaherty said that it should be addressed, but that there were members of the previous Board who believed that CRRA's mission over the years had expanded to include new ventures. Director Cooper said that a loss in revenue and confidence implied a loss of focus and that there should be a statement that the new Board was refocused and had redefined the mission. It could be mentioned in the "Executive Summary," Mr. Flaherty said.

Chairman Cassano said that the new Affirmative Action Plan and Long-Term Disability were adopted and should be included in the appendix.

Chairman Cassano requested a motion to convene an executive session to discuss the Human Resources vacancy. The motion made by Director Cooper and seconded by Director Francis was approved unanimously. Chairman Cassano requested that Mr. Gendron remain during the executive session.

The meeting was reconvened at 11:00 a.m. Chairman Cassano noted that no votes were taken in executive session.

ADJOURNMENT

There being no other business to discuss before the Committee, Chairman Cassano requested a motion to adjourn. The motion to adjourn made by Director Cooper and seconded by Director Francis was approved unanimously. The meeting was adjourned at 11:01 a.m.

Respectfully submitted,

Angelica Mattschi

Corporate Secretary