

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING**

The Metropolitan District

555 Main Street, Hartford

Monday, May 12, 2014

Present: Commissioners Donald Currey, Timothy Curtis, Maureen Magnan, Thea Montanez, J. Lawrence Price, Raymond Sweezy and Alvin E. Taylor and District Chairman William A. DiBella (8)

Absent: Commissioners Daniel Camilliere, Joseph Klett, Pasquale J. Salemi and Albert F. Reichin (4)

Also

Present: Charles P. Sheehan, Chief Executive Officer
Scott W. Jellison, Deputy Chief Executive Officer, Engineering & Operations
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
Christopher R. Stone, Assistant District Counsel
John S. Mirtle, Esq., District Clerk
Sue Negrelli, Director of Engineering
Robert Zaik, Manager of Labor Relations
Marcy Wright-Bolling, Human Resources Officer
Erin Ryan, Director of Human Resources
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant
Commissioner Allen Hoffman

CALL TO ORDER

Chairman Taylor called the meeting to order at 4:02 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

***On motion made by Commissioner Curtis and duly seconded,
the meeting minutes of March 17, 2014 were approved.***

Commissioner Magnan abstained.

JOB CLASSIFICATION REVISION

Strategic Sourcing Specialist

To: Personnel, Pension and Insurance Committee for consideration on May 12, 2014

Staff is recommending that the Classification Plan be amended to reflect a revised job specification for *Strategic Sourcing Specialist* with a proposed value of EE-14 (annual range \$83,123.74 - \$108,060.86).

A thorough review of this position was conducted prior to advancing this recommendation for action.

Therefore, staff is recommending that the classification system be amended to reflect the revised *Strategic Sourcing Specialist* position at a salary grade of EE-14.

It is therefore **RECOMMENDED** that it be:

VOTED: That the Personnel Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That the classification system be amended to reflect the modification of the *Strategic Sourcing Specialist* position and to allocate the position to an EE-14 salary grade.

Respectfully Submitted,

Charles P. Sheehan
Chief Executive Officer

***Commissioner Magnan moved to amend the resolution to read:
RESOLVED: That the classification system be amended to reflect the
addition of the Strategic Sourcing Specialist position and to allocate
the position to an EE-14 salary grade.***

***On motion made by Commissioner Sweezy and duly
seconded, the resolution was adopted, as amended, by
unanimous vote of those present.***

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: STRATEGIC SOURCING SPECIALIST

JOB SUMMARY

The purpose of this classification is to coordinate, plan, and perform work related to the District's internal and external strategic sourcing programs, services, and procurement initiatives including the Small Local Business Enterprise Program and supplier diversity programs.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Works with District Counsel, Diversity and Procurement staff to develop and implement programs and activities that will assure that MDC's Diversity and Small Local Business Enterprise (SLBE) program goals are achieved with respect to the appropriate sourcing of commodities and services.
- Plans and supports the goals, objectives, operations, and activities of the District's Small Local Business Enterprise Program and supplier diversity programs.
- Develops and implements supply management strategies, monitors industry trends, and manages vendor evaluation and pricing tools. Monitors work force and business utilization and compliance with District goals and set-asides.
- Coordinates and participates in activities to expand the base of small, local and minority vendors who are capable and available to participate in purchasing and contracting opportunities. Develops and maintains relationships with assigned key suppliers to maintain knowledge of current activity and prospective business opportunities. Establishes and maintains relationships with community and business service organizations.
- Monitors and reports District goals, objectives, and activities with respect to supply chain diversification. Works with assigned District departments and executives of government agencies, municipalities, contractors, and community organizations. May represent the District in meetings and other public events with internal and external stakeholders.
- Participates in programs developed in response to the MDC Disparity study, including matchmaking, waiver of bond requirements in certain situations, small local business set asides including participation on the committee which reviews purchases of goods and services and third party contracts, setting of goals for the small business set aside program, monitors workforce and contracting minority participation, and such other programs and initiatives as directed by the Director of Procurement.
- Works with the Controller to implement strong financial controls within the inventory environment and monitors the effectiveness of those controls.

- Forecasts and reports best economic order quantities and works closely with internal stakeholders to develop new contract requirements for commodity purchasing.
- Develops, maintains and reports on key performance indicators which highlight the MDC's supply chain diversification.
- Performs other duties as assigned.

SUPERVISION RECEIVED

This classification typically reports to the Director of Procurement.

MINIMUM QUALIFICATIONS

Bachelor's degree in business administration, acquisition/procurement, engineering, public administration or related field, supplemented by a minimum of five (5) years experience that includes professional experience in the administration of an Affirmative Action/Diversity/SLBE or similar supplier diversity program; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position.

SPECIAL REQUIREMENTS

None.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility; and to apply principles of persuasion and/or influence over others in a supervisory capacity.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

APPOINTMENT OF DIRECTOR OF ENGINEERING

To: Personnel, Pension and Insurance Committee for consideration on May 12, 2014

It is the recommendation of the staff that the Personnel, Pension and Insurance Committee recommend to the Committee on Organization the appointment of Susan Negrelli as Director of Engineering for The Metropolitan District.

Be it hereby resolved that the Personnel, Pension and Insurance Committee recommends to the Committee on Organization the appointment of Susan Negrelli as Director of Engineering for The Metropolitan District.

Respectfully submitted,

Charles P. Sheehan
Chief Executive Officer

On motion made by Commissioner Sweezy and duly seconded, the resolution was adopted, by unanimous vote of those present.

APPOINTMENT OF DIRECTOR OF OPERATIONS

To: Personnel, Pension and Insurance Committee for consideration on May 12, 2014

It is the recommendation of the staff that the Personnel, Pension and Insurance Committee recommend to the Committee on Organization the appointment of Gerald J. Lukowski as Director of Operations for The Metropolitan District.

Be it hereby resolved that the Personnel, Pension and Insurance Committee recommends to the Committee on Organization the appointment of Gerald J. Lukowski as Director of Operations for The Metropolitan District.

Respectfully submitted,

Charles P. Sheehan
Chief Executive Officer

On motion made by Commissioner Sweezy and duly seconded, the resolution was adopted, by unanimous vote of those present.

PETITION FOR DISABILITY RETIREMENT

To: Personnel, Pension and Insurance Committee for consideration on May 12, 2014

Pursuant to Section G 1 b. of the General Ordinances, staff is recommending that the Personnel, Pension and Insurance Committee approve a Disability Retirement effective April 1, 2014, for Mr. Darrell Gilbert. We have received the employee's written petition for consideration under the Disability Retirement provision. The employee's doctors have provided adequate medical information to support the condition that the employee is permanently disabled and cannot engage in any gainful occupation or employment. The medical condition was confirmed by the District's doctor. The employee has over twenty-four years of service with the District.

A thorough review of this petition was conducted prior to advancing this recommendation for action.

Therefore, staff is recommending that the employee's petition for disability retirement be approved by this Committee.

It is therefore **RECOMMENDED** that it be:

VOTED: That the Personnel Pension and Insurance Committee recommend to the District Board passage of the following resolution:

RESOLVED: That effective April 1, 2014, Mr. Darrell Gilbert shall be approved for a Disability Retirement pursuant to the terms and conditions of the General Ordinances of the Metropolitan District Commission.

Respectfully Submitted,

Charles P. Sheehan
Chief Executive Officer

EXECUTIVE SESSION

At 4:25 P.M., Chairman Taylor requested an executive session to discuss disability retirement.

On motion made by Commissioner DiBella and duly seconded, the Personnel, Pension & Insurance Committee entered into executive session to discuss Darrell Gilbert's petition for disability retirement

Those in attendance during the executive session:

Commissioners Donald Currey, Timothy Curtis, Maureen Magnan, Thea Montanez, J. Lawrence Price, Raymond Sweezy and Alvin E. Taylor and District Chairman William A. DiBella; Attorney Christopher R. Stone; and Erin Ryan, Robert Zaik and Charles Sheehan.

RECONVENE

At 4:37 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Price and duly seconded, the Committee came out of executive session and reconvened. No formal action was taken.

On motion made by Commissioner Sweezy and duly seconded, the resolution was adopted, by unanimous vote of those present.

ADJOURNMENT

The meeting was adjourned at 4:38 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date Approved