

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

The Metropolitan District

555 Main Street, Hartford

Wednesday, July 14, 2014

Present: Commissioners Daniel Camilliere, Donald Currey, Timothy Curtis, Maureen Magnan, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (9)

Absent: Commissioners Joseph Klett, Thea Montanez and Albert F. Reichin (3)

Also

Present: R. Bartley Halloran, District Counsel
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
Christopher R. Stone, Assistant District Counsel
Brendan Fox, Assistant District Counsel
John S. Mirtle, Esq., District Clerk
Carol Fitzgerald, Acting Director of Finance
Sue Negrelli, Director of Engineering
Stanley Pokora, Manager of Treasury
Michael Jefferson, Project Management Unit Diversity Manager
Erin Ryan, Director of Human Resources
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Taylor called the meeting to order at 4:35 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of July 2, 2014 were approved.

Commissioner Curtis abstained.

**JOB CLASSIFICATION REVISION
BILLING ANALYST**

TO: Personnel, Pension and Insurance Committee for consideration on July 14, 2014

Staff is recommending that the Classification Plan be amended to include the new position of *Billing Analyst* with a proposed value of EE-13 (annual range \$79,168 to \$102,918). The creation of this position will allow for greater coordination of all billing rates and procedures.

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 modification of the *Billing Analyst* position and assign the classification a value of EE-13.

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 *Billing Analyst* position and assign this classification a value of EE-13.

Respectfully Submitted,

Charles P. Sheehan
Chief Executive Officer

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: BILLING ANALYST

JOB SUMMARY

The purpose of this classification is to perform professional level work maintaining the Metropolitan District's accounting system with respect to billing processes. The position will assist in developing billing processes and procedures and analyzing billing data.

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.

- Designs, implements and oversees billing procedures and processes. Plans and implements internal controls and quality assurances for billing processes. Works in a cross-functional capacity to ensure best practices are followed.
- Acts as a liaison to stakeholders regarding billing rates and billing details.
- Ensures the accuracy and timeliness of the billing processes for the District. Reviews and analyzes billing.
- Performs analysis of billing effectiveness and recommends and implements improvements to the billing system.
- Documents all processes. Monitors and responds to changes in billing requirements.
- May oversee the work of other employees in the billing group.
- Performs other related duties as required.

SUPERVISION RECEIVED

Classification reports to the Controller.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting or closely related field; supplemented by minimum five (5) years previous experience and/or training that includes, billing process development and financial analysis, including two (2) years of supervisory and/or managerial experience.

Experience with SAP/ERP Systems preferred.

SPECIAL REQUIREMENTS

None.

PERFORMANCE APTITUDES (KNOWLEDGE, SKILLS, AND ABILITIES)

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 function in a supervisory/managerial capacity for a group of workers. Includes the ability to make decisions on procedural and technical levels and communicate processes to others company wide.

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, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

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 preformed 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 accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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

JOB CLASSIFICATION REVISION PROCUREMENT SPECIALIST

To: Personnel, Pension and Insurance Committee for consideration on July 14, 2014

Staff is recommending that the Classification Plan be amended to assign a salary to the previously approved *Procurement Specialist* with a proposed value of EE-12 (annual range \$75,392 to \$98,009). This job classification was analyzed using the point valuation system and market data, and assigning this position to the level of EE-12 will allow for the creation of a job ladder within the procurement department.

If addition to assigning a salary to the previously approved job classification, the classification will be revised to reflect a change in reporting structure, as this position will report to the Director of Procurement.

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 modification of the *Procurement Specialist* position and assign the classification a value of EE-12.

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 *Procurement Specialist* position and assign this classification a value of EE-12.

Respectfully Submitted,

Charles P. Sheehan
Chief Executive Officer

Code: 12385
Employee Group: E&E
FLSA Status: Exempt

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: PROCUREMENT SPECIALIST

JOB SUMMARY

The purpose of this classification is to plan, coordinate, and perform responsible work related to the District's procurement programs and operations. Work involves planning, coordinating, and performing technical and complex procurement activities for District commodities, labor contracts, and plain materials contracts in accordance with laws, ordinances, rules, regulations, and other requirements governing procurement. Responsibilities include creating purchase orders and contract documents, drafting bid award/rejection letters, and administering the MDC P-Card policy.

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.

- Plans, administers and performs technical and complex procurement activities for public works material, labor contracts, and plain materials contracts.
- Plans, coordinates, and performs technical and complex procurement activities in accordance with laws, ordinances, rules, regulations, and other requirements governing District procurement.
- Reviews and analyzes complex solicitations, budgetary estimates and price proposals from vendors and subcontractors in accordance with the District's Charter and bylaws to determine reasonableness of process and proposal terms and conditions.
- Coordinates the advertising process with external media for assigned procurements.
- Reviews, signs and/or issues purchase orders, ensuring accuracy and compliance with policies and procedures.
- Negotiates and administers procurement contracts; monitors contractor performance; and ensures contract specifications are met.
- Establishes and maintains procurement files, records, lists, documentation and databases; reviews records and reports prepared by subordinates; compiles information; maintains procurement activity reports; and prepares operational and statistical reports.
- Attends seminars and trade fairs to keep abreast of trends, new developments, and new products; develops and researches new and alternative sources of supply.
- Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.
- Performs other related duties as required.

Metropolitan District Commission • Procurement Specialist

12385

SUPERVISION RECEIVED

Classification typically reports to the Manager of Procurement.

MINIMUM QUALIFICATIONS

Bachelor's degree in, business administration, or a related field; supplemented by minimum four (4) years previous experience and/or training that includes procuring goods and services, supervising staff, and negotiating purchasing contracts; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUIREMENTS

None.

PERFORMANCE APTTTUDES (KNOWLEDGE, SKILLS, AND ABILITIES)

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; and 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 visual and/or auditory 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.

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

**RESOLUTION AMENDING THE COMPOSITION OF THE DEFERRED
COMPENSATION COMMITTEE AS THE DISTRICT'S
ADMINISTRATOR OF 457(B) PLAN**

To: Personnel, Pension and Insurance Committee for Consideration on July 14, 2014

WHEREAS, The Metropolitan District (the "Employer") is the sponsor of The Metropolitan District Commission Eligible 457 Governmental Deferred Compensation Plan (the "457(b) Plan"); and

WHEREAS, the District Board of the Employer has the authority to adopt documents pertaining to the 457(b) Plan at any time and from time to time; and

WHEREAS, the District Board of the Employer by resolution adopted on June 1, 2009, adopted 457(b) Plan documents that incorporate the requirements of the Internal Revenue Code of 1986 ("Plan Documents") as amended; and

WHEREAS, upon adoption of the Plan Documents, the District Board of the Employer authorized the District's Personnel, Pension and Insurance Committee ("PPI") to designate individuals or positions to serve as members of the Deferred Compensation Committee ("Committee"), the duly appointed administrator of the 457(b) Plan;

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 PPI hereby increases the membership of the Committee by one additional member from among the Commissioners of the District's PPI;

And further

RESOLVED: That the Chairperson of PPI is hereby authorized to designate, appoint and, in the Chairperson's discretion, replace, such additional member of the Deferred Compensation Committee; and further

RESOLVED: That the other members of the Deferred Compensation Committee are as follows:

Director of Human Resources
Manager of Financial Control (Controller)
Manager of Treasury (Deputy Treasurer)
Director of Engineering
Director of Operations
President of Local 184 (or his or her designee)
President of Local 1026 (or his or her designee)
President of Local 3713 (or his or her designee)

Respectfully submitted,

Charles P. Sheehan
Chief Executive Officer

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

**INVESTMENT OF CERTAIN MDC REAL PROPERTY TO THE
MDC EMPLOYEE PENSION FUND**

To: Personnel, Pension and Insurance Committee for consideration on July 14, 2014

Be it resolved that the Personnel, Pension and Insurance Committee of the Metropolitan District hereby recommends to the District Board an investment contribution to the employee pension trust fund of MDC-owned Class III property located partly in Glastonbury and partly in Manchester, comprising a total of approximately 570 acres as more particularly set forth in the attached map and valued by independent appraisers at \$3.06 million, subject to the execution of an agreement with the pension trust fund to accept said investment contribution;

Respectfully submitted,

Charles P. Sheehan
Chief Executive Officer

On motion made by District Chairman DiBella and duly seconded, the resolution was adopted by unanimous vote of those present.

ADJOURNMENT

The meeting was adjourned at 4:52 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date Approved