

PERSONNEL, PENSION AND INSURANCE COMMITTEE**The Metropolitan District**

555 Main Street, Hartford

Monday, November 9, 2015

Present: Commissioners Daniel Camilliere, Donald Currey, Maureen Magnan, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy and Alvin E. Taylor (7)

Absent: Commissioners Timothy Curtis and Joseph Klett (2)

Also

Present: Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy CEO, Business Services
R. Bartley Halloran, District Counsel
Christopher R. Stone, Assistant District Counsel
Brendan Fox, Assistant District Counsel
John S. Mirtle, District Clerk
Rob Constable, Director of Finance
Sue Negrelli, Director of Engineering
Erin Ryan, Director of Human Resources
Robert Schwarm, Director of Information Technology
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Cynthia A. Nadolny, Executive Assistant
James Masse, Network Analyst

CALL TO ORDER

Chairman Taylor called the meeting to order at 4:04 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Camilliere and duly seconded, the meeting minutes of October 21, 2015 were approved.

Commissioner Magnan abstained.

E&E JOB SPECIFICATIONS AND DESIGNATED SALARIES

To: Personnel, Pension and Insurance Committee for consideration on November 9, 2015

Staff is recommending that the Personnel Pension and Insurance Committee approve the job specifications and designated salaries for Exempt and Excluded and unclassified employees. The job specifications were originally presented to, and approved by, PPI on February 10, 2014 and the District Board on March 3, 2014. The job specifications presented in 2014 did not include corresponding salaries.

It is therefore **RECOMMENDED** that:

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

RESOLVED: That the job specifications and designated salaries for Exempt and Excluded and unclassified employees be adopted.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

Commissioner Magnan moved to amend the Job specifications of Chief Executive Officer and District Counsel as shown below:

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: CHIEF EXECUTIVE OFFICER

JOB SUMMARY

The purpose of this classification is to manage, and be responsible for, the overall operational and financial direction of the District. This position is responsible for managing and directing the organization to achieve optimum performance and effective use of business assets and human resources. Duties include developing and reviewing policy; organizing and controlling major functions related to the operation and administration of the organization; managing all interagency coordination and providing management direction to all employees and consultants; serving as the chief liaison to the Governor's staff and member town Mayors; and serving in a key staff capacity on numerous high visibility projects, managing all agency public/media contact and relationships with member towns.

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.

- Directs the policy and operations of the organization for the achievement of short and long-term business and policy objectives.
- Establishes organizational objectives, policies, and programs, and sets organizational standards and targets.
- Ensures that the organization's activities comply with relevant acts, legal demands, and other ethical standards.
- Oversees the development and implementation of all organizational activities to protect shareholders' invested funds and interests.
- Ensures the security and development of assets and resources.
- Provides overall direction and management of enterprises, including personnel, technical resources, and assets.
- Prepares and oversees the preparation of consolidated budgets, required reports, and forecasts. Presents and recommends the adoption of information to the Board/parent company or governing bodies.
- Authorizes funds to implement policies, programs, and business strategies.
- Establishes and maintains effective working relationships with Board members, coworkers, vendors, contractors, consultants, other governmental agencies, and customers.
- Selects and trains senior executives. Establishes lines of control and delegates responsibilities to subordinate staff.
- Coordinates subordinate staff to optimize the use of human and material resources to achieve goals and resolve conflicts.
- Appraises the activities of the organization and monitors and evaluates performance.
- Represents the organization in negotiations, at conventions, seminars and official occasions.
- Represents the District with suppliers, customers, industry associations, and government representatives.

SUPERVISION RECEIVED

Reports to the District Board of Commissioners.

MINIMUM QUALIFICATIONS

~~A bachelor's degree in accounting, business or public administration with Master's level course work in the field;~~ **Bachelor's degree in civil, mechanical, electrical or environmental engineering with Master's level course work in the field;** Master's degree preferred in accounting, business or public administration; supplemented by a minimum of eighteen (18) years of progressively responsible management experience including at least three (3) years at the executive level, and five (5) years at the senior management level.

SPECIAL REQUIREMENTS

~~None.~~ **Must have a Connecticut Professional Engineer license or ability to obtain within sixty (60) days from date of appointment.**

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data and/or information involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

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 synthesis data and information, as well as reference, descriptive, design, advisory, and consulting data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organization problems of major functions.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization

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 work station.

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: Requires the ability to work under conditions where exposure to environmental factors is not likely to present a risk of injury or illness.

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.

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DISTRICT COUNSEL

JOB SUMMARY

The purpose of this classification is to act as chief legal advisor to the District, and is responsible for providing sound and efficient legal advice, counsel, and services to all departments and Board of Commissioners (Board) on a wide range of topics. Duties include ensuring that all legal advice and counseling are consistent with the District charter and with applicable laws, supervising the District Diversity Program, and maintaining confidentiality of all privileged information.

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.

- Provides legal advice and counseling regarding all aspects of District business to the Board, senior leadership, and department directors.
- Ensures that all legal advice and counseling are consistent with the District charter and with applicable laws.
- Provides advice and counsel on a wide range of topics, such as the application of federal and state laws, local ordinances, union contract negotiations, and human resources policies.
- Selects and retains outside counsel, as required, to obtain legal opinions or to handle claims, transactions and litigation.
- Supervises legal work of other attorneys, paralegals, and outside counsel; consults on difficult or sensitive issues.
- Supervises and manages the District Diversity Program, including affirmative action, small business programs, compliance, and outreach.
- Anticipates and identifies legal issues and counsels officers of the District and other upper management in order to develop legal strategies and solutions, often in situations of great political, public relations, or financial risk or significance, and with limited time for assessing alternatives.
- Assigns and reviews work, monitors caseload and handles complex legal issues.
- Oversees and pursues or defends litigation, as necessary and appropriate.
- Communicates and coordinates with other jurisdictions regarding legal matters in which the District has an interest.
- Attends District Board meetings, participates in other meetings, as may be requested.
- Monitors legislative activities and District operations to identify and advise on matters of legal significance.
- Applies legal understanding to court opinions as they may affect District functions and operations.
- Performs other duties as required.

SUPERVISION RECEIVED

Reports to District Board of Commissioners.

MINIMUM QUALIFICATIONS

Juris Doctorate supplemented by a minimum of ten (10) years of progressively responsible legal experience.

SPECIAL REQUIREMENTS

Must be a member of the Connecticut & United States District Court Bars. [Must be a resident of a District Member Town.](#)

PERFORMANCE APTITUDES

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Human Interaction: Requires the ability to function in a director capacity for a major organizational unit requiring significant internal and external interaction.

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 synthesis data and information, as well as reference, descriptive, design, advisory, and consulting data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; and may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organization problems of major functions.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization

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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: Essential functions are regularly performed without exposure to adverse environmental conditions.

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

AMENDMENT TO PENSION PLAN

To: Personnel, Pension and Insurance Committee for consideration on November 9, 2015

WHEREAS, The Metropolitan District (the "MDC") is the sponsor of the Retirement Plan for Employees of The Metropolitan District (the "Retirement Plan"); and

WHEREAS, the District Board of the MDC has the authority to adopt amendments to the Retirement Plan upon the recommendation of the Personnel, Pension and Insurance Committee of the MDC (the "PPI Committee"); and

WHEREAS, it is desirable: (a) that the Retirement Plan be amended and restated in order to reflect the requirements of the Pension Protection Act of 2006 ("PPA"), the

Heroes Earnings Assistance and Relief Tax Act of 2008 (the "HEART Act"), the Worker, Retiree, and Employer Recovery Act of 2008 ("WRERA"), and subsequently-enacted legislation and regulations; and (b) that the Retirement Plan be submitted to the Internal Revenue Service during the Cycle E remedial amendment period for the issuance of a favorable determination letter; and

WHEREAS, it is desirable that the PPI Committee recommend to the District Board of the MDC that the Retirement Plan be amended and restated and submitted to the Internal Revenue Service during the Cycle E remedial amendment period for the issuance of a favorable determination letter.

NOW, THEREFORE, BE IT

RESOLVED: That the PPI Committee does hereby recommend to the District Board that it adopt the amendment and restatement of the Retirement Plan in the form presented to this meeting, together with any modifications that are determined by counsel for the MDC to be necessary or desirable to effectuate the intention thereof and to comply with the requirements of the Internal Revenue Code of 1986, as amended; and further

RESOLVED: That the PPI Committee does hereby recommend to the District Board that the chief executive officer of the MDC, ~~or any other officer designated by the chief executive officer~~ in consultation with the Chairman of the Personnel, Pension and Insurance Committee and District Chairman be authorized and empowered, for and on behalf of the MDC, to take any and all actions which may be necessary or desirable in order to permit the MDC to submit an application to the Internal Revenue Service requesting a determination regarding the continued qualification of the Retirement Plan.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

Commissioner Sweezy moved to amend the resolution, as shown above.

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

ADJOURNMENT

The meeting was adjourned at 4:28 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date Approved