

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

The Metropolitan District
555 Main Street, Hartford
Monday, September 21, 2020

Present: Commissioners Donald Currey, Maureen Magnan, Dominic Pane, Pasquale J. Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (8)

Absent: Commissioners John Avedisian, Daniel Camilliere, Byron Lester, Alphonse Marotta and Bhupen Patel (4)

Also

Present: Scott W. Jellison, Chief Executive Officer
Christopher Stone, District Counsel
John S. Mirtle, District Clerk
Kelly Shane, Chief Administrative Officer
Christopher Levesque, Chief Operating Officer
Christopher Martin, Chief Financial Officer
Robert Zaik, Director of Human Resources
Jamie Harlow, Manager of Labor Relations
Olga Cordova, Interim Manager of Human Resources
Kadian Cohen, HR Generalist
Carrie Blardo, Executive Assistant to the CEO
Victoria Escoriza, Executive Assistant
David Silverstone, Independent Consumer Advocate
David Lee, Dahab Associates

CALL TO ORDER

Chairman Taylor called the meeting to order at 12:04 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of August 26, 2020 were approved.

PENSION INVESTMENT PERFORMANCE

David Lee of Dahab Associates presented a pension investment update.

On motion made by Commissioner Taylor and without objection, agenda items #5A “Amendment of Exempt & Excluded Job Descriptions – Professional Associate” and #5B “Amendment of Exempt & Excluded Job Descriptions – Controller” were consolidated and voted on together.

AMENDMENT OF EXEMPT & EXCLUDED JOB DESCRIPTIONS

CHANGES TO CLASSIFICATION SYSTEM PROFESSIONAL ASSOCIATE

To: Personnel, Pension and Insurance Committee for consideration on September 21, 2020

Staff is recommending that the Classification System be amended to include the *Professional Associate* classification. A copy of the proposed Specification is attached. The proposed salary allocation of EE03 (range of \$ 59,405.48 to \$ 71,286.58).

This proposed classification will be used to attract talented college graduates who can be developed for career path advancement with the District.

In this role, new associates may be moved throughout the organization to gain wide-ranging knowledge of our operations and functions. We have currently an array of Professional Level Trainees assigned to Finance, Administration and Human Resources. If this new classification is approved, we will assess each of the Professional Level Trainees to determine if they can be advanced to this new level.

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 include a Professional Associate classification allocated to EE03 salary (copy of job specification attached).

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: PROFESSIONAL ASSOCIATE

PURPOSE OF CLASSIFICATION

The Professional Associate position is intended to provide employees with an ongoing mechanism to enhance their skills and knowledge in engineering, accounting and human resources fields that can lead to mastery of their current job.

The Professional Associate participates in the comprehensive development related to the department. The training and development program create a career development path for job enhancement and job opportunities. Successful completion of the Professional Level Trainee Program establishes that the employee has mastered the skills, knowledge, and competencies necessary for the Professional Associate position.

The Professional Associate must have working knowledge of the assigned department's policies and procedures and a full understanding of the department's essential functions. Professional Associates must have the ability to work independently at the professional level with minimal supervision. The Professional Associate may be required to work cross functionally and/or rotate through key areas of the organization.

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 under the supervision of higher staff to:

- Ability to build relationships with key stakeholders.
- Assist in the implementation and organization of office operations and procedures.
- Processes forms and documents within generally established procedures. Checks for adherence to requirements and accepted administrative practice.
- Responsible for implementing and promoting activities that enhance operational procedures.
- Ability to utilize computer software; Microsoft Word, Excel, PowerPoint and SAP. Understand and monitor compliance with related policies and procedures.

- Assist in the planning, organizing and scheduling of meetings and appointments.
- Coordinates programs, projects and events related to the department's function.
- Composes routine and specialized correspondence.
- Assist in preparing department reports.
- Communicate department related information to members of the organization.
- Responsible for creating PowerPoint slides and making presentations.
- Perform review and analysis of special projects and keep management properly informed.
- Determine current trends and provide a review to management to act on.

MINIMUM QUALIFICATIONS

Possession of a Bachelor or Master's Degree in a field related to the work performed by the hiring department. Must have a valid driver's license.

PREFERRED QUALIFICATIONS

Engineering

One to two years of work experience performing engineering duties. Performs routine entry level engineering tasks. Contributes to the department of engineering plans and designs. Investigates and analyzes new materials, equipment, and engineering practices. Prepares engineering calculations, estimates, statistics, and minor designs. Estimate costs for projects. Analyzes quotes for bids to assist senior engineers, and performs equipment and materials test studies.

Human Resources

One to two years of work experience performing human resources duties. Reporting skills, administrative writing skills, verbal communication, recruitment, record maintenance, and payroll processing. Provide clerical support to all employees. Proficiency using HR systems. Ability to perform data analysis by using standard reports and/or by creating reports. Knowledge of policies, procedures and business processes. Verbal and written communication skills. Proficiency with Microsoft Windows applications. Ability to effectively interact with all employee levels and people with diverse backgrounds.

Business Administration

One to two years of work experience performing accounting duties. Knowledge of accounting and auditing principles and practices. PC proficient and advanced skills with MS Office, especially Excel. Ability to prepare work products effectively using formulas, graphs, charts, and functions including Microsoft Office Products to sort, merge, and analyze information. Ability to extract, manipulate, organize, perform arithmetical computations and analysis of financial data from accounting systems.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES

- Oral and written communication skills; ability to acquire knowledge and skills required for the target classification.
- Ability to understand, evaluate and solve problems by exercising judgement and logic.
- Ability to demonstrate active listening skills.
- Ability to ask the right questions to size up situations.
- Ability to convey ideas confidently in group settings.
- Ability to read, interpret and understand written material.
- Ability to perform basic arithmetical computations.
- Ability to interpret charts, graphs and tables; learning and reasoning ability; ability to establish and maintain cooperative relations with superiors, associates and general public.
- Ability to utilize computer software.
- Ability to pursue improvement opportunity.
- Demonstrate effective problem-solving skills.
- Knowledge of MDC operations, projects, and services.
- Knowledge of business English.
- Knowledge of various communications systems.
- Proficiency in typing;
- Ability in oral communications and good ability in written communications.
- Ability to follow oral and written instructions.
- Ability to perform administrative procedures.
- Ability to learn the operations of the assigned department.
- Ability to establish and maintain effective working relationships with coworkers, customers and the general public.
- Ability to calculate monetary charges.

**JOB SPECIFICATION CHANGES
CONTROLLER POSITION**

To: Personnel, Pension and Insurance Committee for consideration on September 21, 2020

The *Controller* job specification was approved on November 9, 2015. It is a very critical position in the Finance Department hierarchy.

We have a current vacancy and are recommending the indicated changes to facilitate a more specific recruiting effort. The position valuation is not affected (EE18, with a range of \$ 118,190.51 to \$ 153,647.68).

Staff is recommending the indicated specification word changes with no valuation change.

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 *Controller* Job Specification wording be changed as indicated on the attached specification with no change to the salary allocation.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

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

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: CONTROLLER

JOB SUMMARY

The purpose of this classification is to perform professional level work overseeing the management of and responsibility for budgeting, capital improvement planning, accounts payable, procurement, payroll, financial reporting, cost accounting, grant management, strategic planning and continuous process improvements, and annual audits. Acts as the leader in comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) accounting standards, and must ensure that the organization is following all relevant accounting principles and standards.

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, directs and coordinates all District accounting functions through the planning and implementing implementation of goals and objectives for the areas of general accounting, payroll, accounts payable, and external financial reporting.**
- Manages the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated operating expense funds and capital improvement funds results. Identifies, implements and maintains proper accounting treatment for the District's transactions in accordance with GAAP and Government Accounting Standards.
- Coordinates the preparation of internal and external fund financial statements for issuance on a monthly, quarterly and annual basis which allows proper monitoring of financial performance. Responsible for the assessing current accounting operations, offering recommendations for improvement and the implementing implementation of new processes.
- Coordinates the activities of the external auditors and manages any financial system upgrades for the District. Responsible for evaluating, implementing and maintaining the accounting and internal control system.
- Develops, maintains and reports on key performance indicators which highlight the financial control function performance. Makes recommendations for improving operational efficiency and control.
- Performs other duties as required.

SUPERVISION RECEIVED

~~Works under the general direction of the Director of Finance.~~ **Works under the general direction of the Director of Finance/Chief Financial Officer.**

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting with a minimum of ten (10) years of progressively responsible experience, including three (3) years of supervisory and/or managerial experience in accounting, finance, and auditing functions for an organization; Practical experience is not an acceptable substitute for degree requirement.

Preferred Qualifications: Public accounting experience and/or Master's in Accounting. Governmental accounting experience with prior work experience in a state, municipality, or utility. Acceptable candidate has working knowledge and understanding of GASB rules along with principles of fund accounting and cost accounting. Enterprise Resource Planning (ERP) System experience a plus with SAP experience and skills preferred. Relevant education, experience, skills, managerial/supervisory ability, and performance aptitudes as reflected in the position's job specification.

The MDC seeks to enhance the diversity of its workforce. People of color, women, veterans and persons with disabilities are strongly encouraged to apply. The selected candidate will undergo an internal background check.

SPECIAL REQUIREMENTS

~~Must be a Certified Public Accountant.~~ **Certified Public Accountant is preferred.**

~~MBA preferred.~~

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

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; 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 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 very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of objects and materials.

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.

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 Sweezy and duly seconded, the reports for agenda items #5A “Amendment of Exempt & Excluded Job Descriptions – Professional Associate” and #5B “Amendment of Exempt & Excluded Job Descriptions – Controller” were received and resolutions adopted by unanimous vote of those present.

AMENDMENT NO. 12 TO THE RETIREMENT PLAN FOR EMPLOYEES OF THE METROPOLITAN DISTRICT

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, an amendment to the Retirement Plan was previously adopted which provided for one-time lump sum cash payments to be made by March 1, 2020, to certain retired participants who were receiving annuity payments; and

WHEREAS, these lump sum cash payments were not made; and

WHEREAS, it is now desirable that the PPI Committee recommend to the District Board of the MDC that it adopt an amendment to the Retirement Plan which provides for one-time lump sum cash payments to be made by October 15, 2020, to certain retired participants who are currently receiving annuity payments rather than the one-time lump sum cash payments that were to have been made to particular Retired Participants by March 1, 2020,

NOW, THEREFORE, BE IT

RESOLVED: That the PPI Committee does hereby recommend to the District Board that it adopt Amendment No. 12 to the Retirement Plan in substantially 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 chief executive officer of the MDC or any other officer designated by the chief executive officer be, and each of them hereby is, authorized and empowered, for and on behalf of the MDC, to take any and all actions which may be necessary or desirable to effectuate the intention of the foregoing resolution.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

**AMENDMENT NO. 12 TO THE
RETIREMENT PLAN FOR EMPLOYEES OF
THE METROPOLITAN DISTRICT**

WHEREAS, The Metropolitan District, a governmental entity organized under the laws of the State of Connecticut, previously adopted Amendment No. 11 to the Retirement Plan for Employees of The Metropolitan District (the "Plan"), effective January 1, 2020, and

WHEREAS, said Amendment No. 11 to the Plan provided for one-time lump sum cash payments to be made to certain Retired Participants by March 1, 2020, pursuant to Appendix D of the Plan, and

WHEREAS, these one-time lump sum cash payments were not made, and

WHEREAS, The Metropolitan District now wants to have one-time lump sum payments made from the Plan to particular Retired Participants in place of the one-time lump sum cash payments that were to have been made to certain Retired Participants by March 1, 2020,

NOW, THEREFORE, The Metropolitan District has adopted this Amendment No. 12 to the Plan in order to revise Appendix D of the Plan as follows, effective as of January 1, 2020:

1. The Plan shall be amended by deleting Appendix D thereto and substituting therefor the following new Appendix D:

“2020 ONE-TIME PAYMENTS - APPENDIX D

Section D.1. A Retired Participant who is receiving annuity payments from the Plan in August 2020 pursuant to which his or her total, monthly gross payments are less than \$1,500 shall receive a one-time lump sum cash payment equal to \$1,000, provided that he or she first became a Retired Participant prior to January 1, 1999.

Section D.2. Each one-time lump sum cash payment that is to be made under this Appendix D shall be distributed to the appropriate Retired Participant no later than October 15, 2020. When determining whether a Retired Participant is receiving annuity payments from the Plan for purposes of this Appendix D, payments under any form of annuity permitted under the Plan shall be recognized. A lump sum payment shall be made to a Retired Participant under this Appendix D irrespective of an annuity form of payment being in effect with respect to his or her Plan benefit.”

Witness

THE METROPOLITAN DISTRICT

By _____

Title:

Date:

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

EMPLOYEE WELLNESS PROGRAM

Kadian Cohen, HR Generalist, gave an update on the employee wellness program.

POTENTIAL DAYCARE PROGRAM FOR EMPLOYEES

Jamie Harlow, Manager of Labor Relations, gave an update on the potential daycare program for employees and the results of employee questionnaires.

**SALE OF MASS MUTUAL RETIREMENT PLANS INCLUDING
DISTRICT'S 457b PLAN**

Commissioner Sweezy discussed the sale of Mass Mutual retirement plans and its effect on the District's 457b plan. He proposed that the employee 457b subcommittee consider going out to bid for a 457b provider.

RETIREE LIFE INSURANCE BUYOUT

Bob Zaik, Director of Human Resources, and Jamie Harlow, Manager of Labor Relations, presented on the retiree life insurance buyout option.

COMMISSIONER COMMENTS & QUESTIONS

Commissioner Currey requested that meeting materials be sent out in advance with the agendas.

ADJOURNMENT

The meeting was adjourned at 1:55 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date Approved