

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

**The Metropolitan District**

555 Main Street, Hartford

Wednesday, May 11, 2022

**Present:** Commissioners John Avedisian, Raymond Sweezy and Alvin Taylor (3)

**Remote**

**Attendance:** Commissioners Donald Currey, Byron Lester, Maureen Magnan and Bhupen Patel (4)

**Absent:** Commissioners David Drake, Alphonse Marotta, Dominic Pane and Pasquale Salemi (4)

**Also**

**Present:** Commissioner Allen Hoffman  
Commissioner Jackie Mandyck  
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  
Robert Barron, Chief Financial Officer  
Jamie Harlow, Director of Human Resources  
Susan Negrelli, Director of Engineering  
Thomas Tyler, Director of Facilities  
Steve Bonafonte, Assistant District Counsel (Remote Attendance)  
Diana Phay, Manager of Treasury  
Carrie Blardo, Assistant to the Chief Operating Officer  
Victoria Escoriza, Executive Assistant  
Joseph Szerejko, Independent Consumer Advocate (Remote Attendance)  
Ronnie Rausch, Arthur J. Gallagher & Co.  
Cassie Raphel, Arthur J. Gallagher & Co.  
Marnie Inzero, Arthur J. Gallagher & Co.

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 3:49 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 February 9, 2022 were approved.***

**ARTHUR J. GALLAGHER & CO. INSURANCE COVERAGE ANALYSIS REPORT**

Ronnie Rausch, Cassie Raphel and Marnie Inzero of Arthur J. Gallagher & Co. provided a presentation regarding analysis of the District's insurance coverage.

**AMEND OPEB INVESTMENT POLICY & GUIDELINES' ASSET ALLOCATION**

Robert Barron provided a brief report on the OPEB investment policy and guidelines asset allocation. No action was taken.

**AMENDMENT TO CLASSIFICATION SYSTEM -  
TREASURY RECEIVABLES ADMINISTRATOR**

To: Personnel, Pension and Insurance Committee for consideration on May 11, 2022

Staff is recommending that the Job Specifications and Salary Grade be amended for the current *Treasury Receivables Administrator* classification from EE13 (range of \$97,876.59-\$127,239.57) to EE14 (\$102,767.46 to \$133,597.70) with no changes to the specification as attached.

This proposed salary grade amendment will align the *Treasury Receivables Administrator* with other Administrators at the MDC which are classified as EE14.

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 Job Specification for *Treasury Receivables Administrator* position be adopted and allocated to EE14 (copy of job specification attached).

Respectfully Submitted,

Scott W. Jellison  
Chief Executive Officer

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION CLASSIFICATION TITLE: TREASURY  
RECEIVABLES ADMINISTRATOR**

**JOB SUMMARY**

The purpose of this classification is to perform professional-level work in the Treasury function of the organization. The Treasury Receivables Administrator is responsible for establishing and administering policies and procedures to ensure proper recording of customer payments to the appropriate accounts, and to ensure that all receivables due to the District are being paid in a timely manner by customers. This position also handles insurance claims for and against MDC for bodily injuries, property damage, and workers compensation injuries.

### **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.

- Administers and enforces collection policies and procedures
- Evaluates credit risk associated with accounts
- Develops strategies and goals to reduce exposure to account write-offs
- Manages relationship with third party collection resources and District counsel
- Reviews, prepares and analyzes accounts receivable aging reports for the areas of water rents, sewer & water Assessments, miscellaneous water billings, miscellaneous sewer billings and sewer user charges.
- Communicates with department heads to coordinate activities such as determining adequacy of allowances, resolving billing discrepancies, ensuring proper recording of liens, facilitating shut-off of severe delinquent accounts etc.
- Hires, trains and supervises cash application and collections staff.
- Handles insurance claims for and against MDC for bodily injuries, property damage, and workers' compensation injuries. May authorize associated surveillance, settlements, indemnities, and claims.
- Assists with other financial projects as assigned.
- Operates a personal computer proficiently, and general office equipment as necessary to complete essential functions, to include highly-skilled use of word processing, spreadsheet, database, or other system software.
- Performs other related duties as required.

### **SUPERVISION RECEIVED**

Works under the general direction of the Manager of Treasury.

### **MINIMUM QUALIFICATIONS**

Bachelor's Degree in business administration, economics, finance, accounting or closely related field with a minimum of five (5) years of progressively responsible experience in the area of credit and/or collections including two (2) years supervisory and/or managerial experience in credit and or collections; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job.

### **SPECIAL REQUIREMENTS**

Must have a valid driver's license.

Master's Degree in Business Administration and/or professional certifications are desirable.

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to coordinate, manage, strategize, and correlate data and 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:** Ability to perform tasks involving light physical effort. Frequently required to sit for a long period of time. Frequently required to use arms, hands and fingers to reach, handle, finger and feel 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 in an office setting 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.*

***Commissioner Patel made a motion to amend the job description to require valid driver's license, as shown above in redline.***

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

#### **MODIFICATION OF THE MDC ELIGIBLE 457(f) GOVERNMENTAL DEFERRED COMPENSATION PLAN TO REFLECT AGREEMENT WITH DISTRICT COUNSEL**

To: Personnel, Pension and Insurance Committee for consideration on May 11, 2022

WHEREAS, The Metropolitan District (the "Employer") maintains The Metropolitan District 457(f) Nonqualified Deferred Compensation Plan (the "457(f) Plan") for the benefit of certain of its employees; and

WHEREAS, pursuant to Section 11.1 of the 457(f) Plan, the Personnel, Pension and Insurance Committee (the "PPI Committee") of the District Board of the Employer is authorized to adopt an amendment to Appendix A of the 457(f) Plan to designate an employee as a participant in the 457(f) Plan; and

WHEREAS, it is desirable that Appendix A of the 457(f) Plan be amended in order to extend eligibility to participate in the 457(f) Plan to District Counsel Christopher R. Stone, pursuant to the terms of his contract of employment.

NOW, THEREFORE, BE IT

RESOLVED: That the PPI Committee does hereby adopt Amendment No. 2 to the 457(f) Plan in substantially the form presented to this meeting, together with any modifications that are determined by counsel for the Employer to be necessary or desirable to effectuate the intention of the 457(f) Plan 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 Employer or any other officer designated by him be, and each of them hereby is, authorized and empowered, for and on behalf of the Employer, to execute Amendment No. 2 to the 457(f) Plan and to take any and all other actions which may be necessary or desirable to effectuate the intention of the foregoing resolution.

Respectfully Submitted,



Scott W. Jellison  
Chief Executive Officer

**DRAFT 5/2/2022**

**AMENDMENT NO. 2  
TO  
THE METROPOLITAN DISTRICT  
457(f) NONQUALIFIED DEFERRED  
COMPENSATION PLAN**

The Metropolitan District 457(f) Nonqualified Deferred Compensation Plan, as adopted effective as of January 1, 2013, is hereby amended as follows:

- (1) Effective as of the date of adoption of this Amendment No. 2, Appendix A of the Plan is deleted and the following is substituted in lieu thereof:

**APPENDIX A**

**Participants**

Each of the following Employees has been designated as a Participant in the Plan, and his or her Supplemental Retirement Income under the Plan shall become vested upon the attainment of the date set opposite his or her name (unless the Participant previously dies or becomes a Disabled Participant):

<b><u>Name</u></b>	<b><u>Date for Determination of Vesting Date</u></b>
Charles P. Sheehan	December 30, 2013
Scott W. Jellison	June 6, 2020
R. Bartley Halloran	January 1, 2020

Christopher R. Stone

January 1, ~~2022~~ 2023

(2) All section numbers and cross references thereto are appropriately amended to effectuate the intention of the foregoing amendments.

Dated this                      day of    , 2022

Witness:

THE METROPOLITAN DISTRICT

By: \_\_\_\_\_

Name:

Title:

***Without objection, the resolution was amended, to change the vesting date for Christopher R. Stone from January 1, 2022 to January 1, 2023, as reflected above in redline.***

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

## PETITION FOR DISABILITY RETIREMENT

### EXECUTIVE SESSION

At 5:17 PM, Chairperson Taylor requested an executive session to discuss a petition for disability retirement.

***On motion made by Commissioner Sweezy and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session to discuss a petition for disability retirement.***

Those in attendance during the executive session: Commissioners John Avedisian, Donald Currey (Remote), Byron Lester (Remote), Maureen Magnan (Remote), Bhupen Patel (Remote) Raymond Sweezy and Alvin Taylor; Attorneys Christopher Stone and John S. Mirtle; Director of Human Resources Jamie Harlow.

### RECONVENE

At 5:40 PM, on motion made by Commissioner Sweezy and duly seconded, the Personnel, Pension and Investment Committee came out of executive session and reconvened. No formal action was taken.

To: Personnel, Pension and Insurance Committee for consideration on May 11, 2022

Pursuant to Section G 1 b. of the General Ordinances, we are recommending that the Personnel, Pension and Insurance Committee approve a Disability Retirement effective July 1, 2022, for Mr. Ronald Spaulding. 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 and an independent medical review has confirmed this position.

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

The "General Ordinances" provides that disability retirement requests be confirmed against the following definition:

***".....has become permanently disabled from engaging in any gainful occupation or employment....."***

To conform to this definition, Staff is hereby directed to take the appropriate actions with all individuals approved for disability retirements to periodically confirm the continuing adherence to the definition which may include requests for tax reports and/or medical status reports.

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 July 1, 2022, Mr. Ronald Spaulding shall be approved for a Disability Retirement pursuant to the terms and conditions of the General Ordinances of the Metropolitan District Commission.

Respectfully Submitted,



Scott W. Jellison  
Chief Executive Office

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



**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**COMMISSIONER COMMENTS & QUESTIONS**

Commissioner Sweezy requested an update on succession planning that was identified as a weakness from a 2003 report.

**ADJOURNMENT**

The meeting was adjourned at 5:47 PM

ATTEST:

John S. Mirtle, Esq.  
District Clerk

\_\_\_\_\_  
Date Approved