



The Metropolitan District
water supply · environmental services · geographic information

**PERSONNEL, PENSION & INSURANCE COMMITTEE
REGULAR MEETING
MONDAY, FEBRUARY 26, 2024
4:00 PM**

<u>Location</u>	<u>Commissioners</u>
Board Room	Avedisian Magnan
District Headquarters	Currey (Ex-Officio) Patel
555 Main Street, Hartford	Desai Salemi
	Drake Steuber
Dial in #: (415)-655-0001	Gentile Taylor (C)
Access Code: 2317 656 3844 #	Lester Woulfe (VC)
Meeting Video Link	
	Quorum: 6

1. CALL TO ORDER
2. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS
3. APPROVAL OF MEETING MINUTES OF JANUARY 24, 2024
4. REPORT RE: APPOINTMENT OF COMMISSIONER WOULFE TO 457b DEFERRED COMPENSATION COMMITTEE
5. CONSIDERATION AND POTENTIAL ACTION RE: APPROVAL OF NEW JOB SPECIFICATIONS:
 - A. WATER POLLUTION CONTROL CREW LEADER
 - B. WATER POLLUTION CONTROL OPERATOR IN TRAINING
 - C. WATER TREATMENT PLANT OPERATOR IN TRAINING
6. CONSIDERATION AND POTENTIAL ACTION RE: AMENDMENT OF JOB SPECIFICATIONS:
 - A. ENGINEERING TECHNICIAN 1
 - B. ENGINEERING TECHNICIAN 2
 - C. SENIOR ENGINEERING TECHNICIAN
7. CONSIDERATION AND POTENTIAL ACTION RE: AMENDMENT OF RISK MANAGEMENT ADMINISTRATOR JOB SPECIFICATION
8. CONSIDERATION AND POTENTIAL ACTION RE: CLIMATE STUDY
9. DISCUSSION RE: UTILIZATION RATE OF OUTSIDE CONSULTANTS/CONTRACTORS OVER PAST 10 YEARS
10. CONSIDERATION AND POTENTIAL ACTION RE: SETTLEMENT OF WORKERS' COMPENSATION CLAIM - KEITH SLAUGHTER (POSSIBLE EXECUTIVE SESSION)
11. OPPORTUNITY FOR GENERAL PUBLIC COMMENTS
12. COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS
13. ADJOURNMENT

**Changes to Classification System –
Water Pollution Control Crew Leader (Local 184: LT-13)**

TO: Personnel, Pension and Insurance Committee for consideration on February 26, 2024

Staff is recommending that the Classification System be amended to include the *Water Pollution Control Crew Leader (LT-13)* classification. A copy of the proposed Specification is attached. The salary allocation of LT-13 (range of \$44.86-\$53.82) or \$93,308.80 to \$111,945.60 if annualized)

This proposed job specification changes will enhance the multi-tasking approach to District positions and will consolidate the current WPC Crew Leader I and WPC Crew Leader II job specifications. The current WPC Crew Leader I and II will be eliminated through attrition.

Employee Group: Local 184
FLSA Status: Non-Exempt
Labor Grade: LT-13

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: WATER POLLUTION CONTROL CREW LEADER

JOB SUMMARY

This is very responsible water pollution control operations crew leader work involving the oversight of plant operations with assignments in Hartford or satellite facilities in areas including preliminary, primary, secondary, disinfection, solids receiving, thickening, dewatering, incineration, heat recovery or tunnel operations, and the performance of the assigned plant operations.

Work involves responsibility for safe, effective and timely completion of assigned plant operations on the assigned shift. Duties include overseeing facility operations by crews and performing those operations assigned. This position also has the responsibility for making difficult plant operation technical decisions. This work requires that the employee have considerable knowledge, understanding, skill and ability at the Class III water pollution control plant level, as required.

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.

- Assigns, oversees and corrects the work of a small to medium size work crew, as assigned.
- Performs all preliminary, primary, secondary, disinfection, solids receiving, thickening, dewatering, incineration, heat recovery, and tunnel operations, as assigned.
- Gathers information for input into the Supervisory Control and Data Acquisition System (SCADA), Hach WIMS and other data and computerized control systems.
- Performs maintenance on equipment, buildings and grounds, as assigned.
- Reviews and finalizes end of shift forms on completed work assignments. Compiles and reviews plant operating data and makes process changes as required by the position.
- Demonstrates work procedures through on the job training and reviewing standard operation procedures. Addresses minor work rule violations and keeps supervision informed. Assures safe work practices.
- Coordinates activities on a short-term basis to assure personnel, materials and equipment necessary for assignments. Responds to emergency call-outs.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of a supervisor.

MINIMUM QUALIFICATIONS

A high school diploma and the equivalent of five years of progressively responsible water pollution control plant experience or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS

- Must have a valid driver's license
- Must have a valid Connecticut Department of Energy & Environmental Protection (DEEP) Wastewater Class III Certificate (or higher).

KNOWLEDGE, SKILLS, AND ABILITIES

- Considerable knowledge and understanding of Class III or Class IV water pollution control plant operations.
- Good knowledge of plumbing, electrical, instrumentation and mechanical equipment & installations.
- Some knowledge of public administration principles and practices as applied to crew operations reporting.
- Good ability to communicate orally and to lead a work crew; some writing ability.
- Good ability to make operational decisions within established procedures and to complete routine forms.
- Good ability to oversee the activities of an assigned work crew.
- Considerable ability to establish and maintain effective working relationships with coworkers, vendors and contractors.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort that involves lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (50 pounds and under).

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 and in writing.

Environmental Factors: Essential functions are performed both indoors and outdoors, with potential exposure to any or all of the following: various weather/temperature conditions, high or deep dangerous places, working near moving mechanical/heavy industrial equipment, risk of electric shock, vibration, fumes, airborne particles, chemicals, loud and/or reoccurring noises, raw sewage, activated sludge and dewatered sludge.

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.

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 Water Pollution Control Crew Leader be added to the classification system and allocated to EE13.

Respectfully Submitted,

A handwritten signature in black ink that reads "John Mirtle". The signature is written in a cursive style with a large, stylized "J" and "M".

John S. Mirtle
District Clerk

**Changes to Classification System –
Water Pollution Control Plant Operator in Training (Local 184)**

TO: Personnel, Pension and Insurance Committee for consideration on February 26, 2024

Staff is recommending that the Classification System be amended to include the *Water Pollution Control Operator in Training (LT-04)* classification. A copy of the proposed Specification is attached. The salary allocation of LT-04 (range of \$28.94-\$34.75) or \$60,195.20 to \$72,280 if annualized)

This proposed job specification will provide an entry level position within the Wastewater plant.

**Employee Group: Local 184
FLSA Status: Non-Exempt
Labor Grade: LT-04**

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: WATER POLLUTION CONTROL PLANT OPERATOR TRAINEE

JOB SUMMARY

The purpose of this classification is to provide entry-level wastewater treatment plant operation work at the training level involving learning the principles and procedures of wastewater plant operations, assisting plant operators, demonstrating an ability to understand and operate process equipment, and performing basic plant maintenance functions.

Under close supervision, Operator Trainee will perform a wide range of job tasks on the wastewater treatment system and facilities: process monitoring; equipment start-up and shut-down; basic maintenance; cleaning; housekeeping; recording readings; recordkeeping; and may operate computers for process control and monitoring using the Supervisory Control and Data Acquisition (SCADA) system. This work requires that the employee have some knowledge, skill and ability in general laboring work.

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.

- Learn and put into practice all safety procedures. Work safely at all times.
- Learn and put into practice basic plant procedures for wastewater treatment.
- Learn plant equipment operations, methods and standard operating procedures.
- Assist plant operators in plant operation, inspection and maintenance tasks at all facilities.
- Monitor wastewater treatment system operations, review flow trends and equipment status, note operational problems, and recommend adjustments.
- Follow proper procedures to gather samples and records information.
- Operate emergency generators.
- Perform basic laboratory tests.
- Maintain a variety of records and reports related to wastewater system operations.
- Use tools, equipment and materials responsibly.
- Learn state and federal rules/regulations that apply to District wastewater treatment.
- May be required to work on different shifts, nights, weekends, and holidays, depending on plant needs and training availability.
- Perform other related work as required.

SUPERVISION RECEIVED

Works under the general supervision of a supervisor, crew leader or certified plant operator.

MINIMUM QUALIFICATIONS

A high school or the equivalent and strong desire to learn about wastewater treatment.

SPECIAL REQUIREMENTS

- Must have a valid driver's license.
- Must possess a Connecticut Department of Energy & Environmental Protection (DEEP) Operator in Training Certification or within 6 months of employment must be able to validate a minimum of 6 CEUs in CT DEEP approved Wastewater Treatment Facilities operation courses.
- Within the first year of employment must obtain a minimum of 9 CEUs in DEEP approved Wastewater Treatment Facilities operation courses AND must possess a Connecticut Department of Energy & Environmental Protection (DEEP) Operator in Training Certification.
- Must obtain a CT DEEP Class 1 Wastewater Operator Certificate (or higher) within two years of employment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the tools, equipment, and methods of general laboring work.
- Knowledge of the work standards and safety procedures in general laboring work.
- Skill in the operation of computers and plant-related systems and software, and ability to perform data entry.
- Skill in the use of hand tools, power equipment and controls in plant operations.
- Ability to follow oral and written instructions and to learn District procedures. Ability to communicate orally.
- Ability to perform wastewater treatment work safely, effectively and efficiently.
- Ability to establish and maintain effective working relationships with coworkers.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort that involves lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (50 pounds and under).

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 and in writing.

Environmental Factors: Essential functions are performed both indoors and outdoors, with potential exposure to any or all of the following: various weather/temperature conditions, high or deep dangerous places, working near moving mechanical/heavy industrial equipment, risk of electric shock, vibration, fumes, airborne particles, chemicals, loud and/or reoccurring noises, raw sewage, activated sludge and dewatered sludge.

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.

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 Water Pollution Control Plant Operator in Training be added to the classification system and allocated to LT-04.

Respectfully Submitted,



John S. Mirtle
District Clerk

**Changes to Classification System –
Water Treatment Plant Operator in Training (Local 184)**

TO: Personnel, Pension and Insurance Committee for consideration on February 26, 2024

Staff is recommending that the Classification System be amended to include the *Water Treatment Plant Operator in Training (LT-04)* classification. A copy of the proposed Specification is attached. The salary allocation of LT-04 (range of \$28.94-\$34.75) or \$60,195.20 to \$72,280 if annualized)

This proposed job specification will provide an entry level position within the Water Treatment Plant.

Employee Group: Local 184
FLSA Status: Non-Exempt
Labor Grade: LT-04

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: WATER TREATMENT PLANT OPERATOR TRAINEE

JOB SUMMARY

The purpose of this classification is to provide entry-level water treatment plant operation work at the training level involving learning the principles and procedures of water plant operations, assisting plant operators, demonstrating an ability to understand and operate process equipment, and performing basic plant maintenance functions.

Under close supervision, Operator Trainee will perform a wide range of job tasks on the water treatment system and facilities: process monitoring; equipment start-up and shut-down; basic maintenance; cleaning; housekeeping; recording readings; recordkeeping; and may operate computers for process control and monitoring using the Supervisory Control and Data Acquisition (SCADA) system. This work requires that the employee have some knowledge, skill and ability in general laboring work.

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.

- Learn and put into practice all safety procedures. Work safely at all times.
- Learn and put into practice basic plant procedures for water treatment.
- Learn plant equipment operations, methods and standard operating procedures.
- Assist plant operators in plant operation, inspection and maintenance tasks at all facilities.
- Monitor water treatment system operations, review flow trends and equipment status, note operational problems, and recommend adjustments.
- Follow proper procedures to gather samples and records information.
- Operate emergency generators.
- Perform basic laboratory tests.
- Maintain a variety of records and reports related to water system operations.
- Use tools, equipment and materials responsibly.
- Learn state and federal rules/regulations that apply to District water treatment.
- May be required to work on different shifts, nights, weekends, and holidays, depending on plant needs and training availability.
- Perform other related work as required.

SUPERVISION RECEIVED

Works under the general supervision of a supervisor, crew leader or certified plant operator.

MINIMUM QUALIFICATIONS

A high school diploma and strong desire to learn about water treatment.

SPECIAL REQUIREMENTS

- Must have a valid driver's license.
- Must possess a Connecticut Department of Public Health (DPH) Operator in Training Certification or within 6 months of employment must be able to validate a minimum of 6 CEUs in CT DPH approved Water Treatment Facilities operation courses.
- Within the first year of employment must obtain a minimum of 9 CEUs in CT DPH approved Water Treatment Facilities operation courses
- Must obtain a Class I Water Operator Certificate (or higher) within two years of employment.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the tools, equipment, controls, and methods of general laboring work.
- Knowledge of the work standards and safety procedures in general laboring work.
- Skill in the operation of computers and plant-related systems and software, and ability to perform data entry.
- Skill in the use of hand tools, power equipment and controls in plant operations.
- Ability to follow oral and written instructions and to learn District procedures. Ability to communicate orally.
- Ability to perform water treatment work safely, effectively and efficiently.
- Ability to establish and maintain effective working relationships with coworkers.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort that involves lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (50 pounds and under).

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 and in writing.

Environmental Factors: Essential functions are performed both indoors and outdoors, with potential exposure to any or all of the following: various weather/temperature conditions, high or deep dangerous places, working near moving mechanical/heavy industrial equipment, risk of electric shock, vibration, fumes, airborne particles, chemicals, loud and/or reoccurring noises, raw sewage, activated sludge and dewatered sludge.

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.

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 Water Treatment Plant Operator in Training be added to the classification system and allocated to LT-04.

Respectfully Submitted,



John Mirtle
District Clerk

JOB SPECIFICATION ENGINEERING TECHNICIAN 1 (3713)

TO: Personnel, Pension and Insurance Committee for consideration on February 26, 2024.

Staff is recommending that the Job Specification and Job Classification System be amended to update the job descriptions for Engineering Technician 1 (PT-07) to amend the minimum qualifications. A copy of the proposed specification is attached as negotiated with Local 3713.

There is no proposed change to the updated Engineering Technician 1 role pay range is PT-07 (range of \$36.52 to \$43.80 or \$75,961.60 to \$91,104 if annualized) as negotiated with Local 3713.

**Employee Group: Local 3713
FLSA Status: Non-Exempt
Labor Grade: PT-07**

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE:	ENGINEERING TECHNICIAN I
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JOB SUMMARY

This position provides engineering technical and administrative work.

This position also has the responsibility for making routine technical and engineering technician decisions in accordance with established procedures. This work requires that the employee have some knowledge, skill and ability in surveying, construction inspection, utility services, drafting, mapping and administration of standard water and sewer construction plans and permits.

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.

- Serve on a construction inspection team. Assists in inspecting construction and assists in preparing manholes, pits and vaults for entry.
- Maintain records of construction and connections. Compile and prepare reports. Enter, process and retrieve utility services information into a data management system.
- Inspect and monitor the status of pavement and sidewalk restoration.
- Marks out work area for the contractor on the basis of the cut sheet.
- Plans, plots locations, and coordinates the work of contractors.
- Estimates work area and repair costs based on the type of surface to be repaired.

- Maintains records relative to the type, size, and reason for cut, location of street and town, and budget account to be charged on behalf of repairs for District forecasting purposes.
 - Enters, processes and retrieves pavement and sidewalk restoration information into a computerized database management system according to established software procedures.
 - Communicates with State and Town officials on pavement and sidewalk restoration and other related matters.
 - Performs in a safe manner and observes all safety procedures; works in small confined spaces and must be trained in confined space entry procedures.
 - Enter, process and retrieve utility services information into a database management system according to established procedures. Issues work orders for Call Before You Dig requests and dispatches staff for emergency repairs.
 - Investigates and reports on District claims against transgressors including vehicular and non-vehicular accidents, vandalism, theft, fraud, and debts.
 - Investigates and reports on claims against the District including vehicular and non-vehicular accidents, damages and employee misconduct.
 - Maintain database of claims
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- Assist with inspection of CT DEEP permitted wastewater discharge facilities and equipment and maintain customer/facility information and discharge monitoring reports specific to the FOG, MIU/SIU and groundwater discharge programs.
 - Assist Licensed Cross Connection Surveyors
 - Maintain property survey and device testing data and create regulatory reports
 - Assist with private property surveys
 - Coordinate required improvement with contractors
 - Communicate with Contractor, Town Officials and Customers
 - Draft standard engineering project plans to scale from notes, sketches and scaled drawings.
 - Conform drafting to District drafting standards and procedures.
 - Research and compile information from a variety of sources to form water and sewer record plans for use within and outside of the organization.
 - Interpret project drafting requirements and conduct additional research to produce the needed level of detail in the drawings.
 - Inspect project areas or facilities to ascertain field conditions or problems, as directed.
 - Prepare and draft as-built plans of water and sewer facilities and related construction.
 - Compile and input utility and geographic information, including information from field inspectors, engineering plans, contractor data, and member town/state projects, into the computerized mapping system according to established procedures.
 - Ensure a quality assurance/quality control peer review process has occurred prior to entering record plans and GIS data.

- Conduct source material research, including old geographic information data.
 - Serve on a land survey or construction survey team. Cuts brush and clears a line of sight. Assist in locating pipe lines, rights-of-way and property corners and markers. Operate survey transit and other survey instruments, as assigned.
 - Review standard sewer and water construction plans for conformance with District and technical utility services standards. Identify problem areas and determine corrective actions to be taken by developers, and contractors and/or engineers. Coordinate plan revisions with developers.
 - Issue construction permits. Draft permits for plans receiving review approval. Determine special conditions to be attached to permits and drafts language. Coordinate utility services construction and inspections. Perform or coordinate necessary District clerical and technical services.
 - Search land records for titles, descriptions, dimensions, deeds, and encumbrances. Determine property dimensions and other characteristics necessary for assessment of standard and complex properties.
 - Determine ownership of a parcel or lot for which a permit has been requested for water and/or sewer service.
 - Create detailed assessments and caveat maps for proposed sewer and water main extensions; advise District personnel on assessment charges.
 - Review permit agreements for the construction or extension of sewer and water mains for outstanding assessments, connection charges, outlet charges, easements, and encroachments.
 - Review requests for encroachments on District property.
 - Assist with outreach activities for capital improvement projects
 - Calculate District charges and fees for service connections.
 - Figure cost estimates, connection charges and assessments, and drafts owner-developer agreements; calculate pipe and meter sizes and initiates billings.
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- Perform account maintenance including inputting customer information and creating contracts for services to be provided with accurate billing information.
 - Performs in a safe manner and observes all safety procedures; works in small confined spaces and must be trained in confined space entry procedures.
 - Uses all tools, equipment and materials responsibly and performs basic inspection and preventive maintenance prior to use. Cleans and maintains any necessary equipment.
 - Provides customer service both in-person and over the phone.
 - Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Manager of Command Center or Manager of Construction

MINIMUM QUALIFICATIONS

An Associate's degree plus three (3) years construction, utility, drafting, cartography, or related experience or equivalent combination of education, training, and experience which provides the requisite skills and knowledge for the job. -

SPECIAL REQUIREMENTS

Must have a valid driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of surveying and construction inspection principles and practices as applied to basic engineering technician projects.
- Knowledge of computer technology, as applied to construction inspection.
- Ability to ability to read and interpret plans and blueprints and to inspect utility pipeline construction safely, effectively and efficiently and with firmness and tact.
- Good knowledge, skill and ability in utility construction methods and plan review.
- Knowledge of Connecticut Public Utility Regulatory Authority requirements for Call Before You Dig and the required timeframes to complete the utility mark-out.
- Knowledge of District procedures and processes for documenting claims.
- Knowledge of CT DEEP wastewater discharge programs and requirements along with typical pretreatment equipment and operation and maintenance requirements.
- Knowledge of CT DPH Cross Connection Program and requirements.
- Knowledge of Basic plumbing and electrical work in residential and small commercial buildings.
- Knowledge of Procurement, contracting and work management standard practices.
- Knowledge of State and Local Building Codes.
- Knowledge and understanding of District Ordinances including but not limited to Developer Permit Agreements and Assessments.
- Knowledge of District Engineering standards and manuals and requirements of those standards.
- Knowledge of SAP Customer Account Maintenance and basic SAP Billing and Sales and Distribution Contract Creation.
- Some ability to operate a survey rod, tape, level and survey transit.
- Some ability to follow land and construction survey procedures, to maintain construction records and to prepare inspection reports.

- Knowledge of standardized pipe assessment procedures.
- Good knowledge of mapping technology principles and practices as applied to planimetric, thematic and topographic mapping. Some knowledge of computerized mapping digitizing practices.
- Ability in oral and written communications.
- Ability to establish and maintain effective working relationships with coworkers, town officials, vendors, contractors, consultants, and the general public.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort that involves lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (under 50 pounds).

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 performed primarily outdoors, frequently exposed to any or all of the following: various weather conditions, high or deep dangerous places, working near moving mechanical parts, risk of electric shock, vibration, fumes, airborne particles, chemicals, etc.

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.

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 Engineering Technician 1 be updated to reflect changes to the minimum job qualifications with no change to the classification system allocated to PT-07.

Respectfully submitted,



John S. Mirtle
District Clerk

JOB SPECIFICATION ENGINEERING TECHNICIAN 2 (3713)

TO: Personnel, Pension and Insurance Committee for consideration on February 26, 2024.

Staff is recommending that the Job Specification and Job Classification System be amended to update the job descriptions for Engineering Technician 2 (PT-09) by consolidating similar positions into one multi-tasking job description. A copy of the proposed specification is attached as negotiated with Local 3713. to amend the minimum qualifications. A copy of the proposed specification is attached as negotiated with Local 3713.

There is no proposed change to the updated Engineering Technician 2 role pay range PT-09 (range of \$40.27 to \$48.32 or \$83,761.60 to 100,505.60 if annualized) as negotiated with Local 3713.

**Employee Group: Local 3713
FLSA Status: Non-Exempt
Labor Grade: PT-09**

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE:	ENGINEERING TECHNICIAN 2
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JOB SUMMARY

This is responsible engineering technical work involving the survey and inspection of utility construction plans and permits, investigation of sanitary sewer, storm drain and water service installations and the operation of applicable instruments/equipment.

Work involves responsibility for safe operation of survey instruments and inspection of construction. Duties include inspecting water and sewer main construction, operating a survey transit and other survey instruments, and maintaining records. This position also has the responsibility for making survey transit operation and construction inspection decisions in accordance with established procedures. This work requires that the employee have good knowledge, skill in surveying, construction inspection, utility services, drafting, mapping and administration of standard water and sewer construction plans and permits.

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.

- Inspect standard and highly complex utility pipeline and building mechanical systems construction and materials. Instruct contractors in construction practices and in correcting construction errors. Enforce inspection decisions. Oversee contractor pressure tests of water, sewer and force main pipelines.
- Coordinate and track the progress of contracted construction programs. Carry out liaison between District engineers and contractors. Lead construction inspection teams in the largest projects or on-going construction programs, as assigned. Demonstrate construction inspection practices and guides less experienced inspectors.

- Compile outstanding deficiencies for substantially completed construction projects and resolves issues with contractors. Ensure the accuracy and completeness of associated documentation at the completion of a construction project.
- Ensure that work zones comply with MDC and OSHA safety standards.
- Respond to state Call Before You Dig Mark-out Program requests. Interprets existing records using various equipment to accurately identify and mark utilities. Maintain accurate mark-outs and document mark-outs through video/photo and GPS data collection of infrastructure marked out.
- Assist in collection of monies for delinquent water accounts and miscellaneous bills. Confer with customers, attorneys or District personnel regarding collection action. Appear as a court witness representing the District. Establish payment schedules. Determine abatement of penalties and occupancy/hardship status.
- Respond to inquiries and complaints and assist in the follow-up of claims. Assist in processing and scheduling termination and restoration of service for non-payment. Assist Operations Function with service shut on/off during off-hours. Demonstrate service termination procedures.
- Monitor customer compliance with wastewater discharge limits against Federal/State/Local/District regulations
- Calculate discharge fees related to specific customer discharges.
- Inspect standard cross-connections in all types of structures for backflow conditions. Conducts surveys of industries for possible hazardous waste discharge, determines corrective actions and assures their implementation. Perform surveys at residential and small/medium Industrial and Commercial facilities
- Determine backflow prevention measures for standard problems and assures the implementation of those measures by the owner. Investigate standard water contamination problems, including meter readings, excessive water use, water leaks, and water quality, and determine corrective actions to be taken and assures their implementation.
- -Perform and document private property surveys with regards to the District's sewer backup prevention program and the water and sewer service line inspection and replacement program, including monitoring and tracking of assessments, permitting, execution and completion. Coordinate required improvement with contractors
- -Conduct research and makes recommendations for inclusion of customers' property in the District's inflow, backwater device installation, rain water disconnect, and similar programs. Meet with property owners and others to explain program implications. Assists in development of strategy for effective program presentation, implementation and expansion. Educates customers through home visits and public speaking.
- Review basic plumbing of customer's property to determine applicability to the program. Coordinates activities for inflow and backwater device installation. Receive customer complaints and recommends solutions. Follows up to ensure proper actions.
- Operate all survey equipment, as assigned. Participates in land surveying parties. Survey completed pipeline construction projects for proper line and grade. Prepares not-to-scale as-built drawings and performs calculations. May act as leader of a survey party, as assigned.
- Use survey equipment to provide base map locations involving horizontal and vertical control, topographic, land and boundary surveys; locate existing land and building features and utilities for records and design purposes (mark-outs); and handle residential inquiries and/or disputes of easements, ~~right-of-ways~~, and property lines.
- Prepare contracts, including document preparation, revision of existing contract specification, adding new specifications, preparing budgets, preparing requisitions, evaluating bidder qualifications, and determining restoration schedules.
- Administer complex permitting procedures with firmness and tact. Prepare assessment publications, water and sewer liens and District agendas.

- Respond to questions from owners, developers, contractors, attorneys, agencies and the public regarding assessments, water and sewer extensions, liens and other District-related matters. Confer with project engineering staff on real estate considerations of projects.
 - Advise District personnel on assessment charges.
 - Provide information to customers and others requiring customer financial data. Prepare summaries and analyses financial data according to explicit instructions.
 - Coordinate and maintain the document management system files
 - Coordinates engineering program activities with other divisions, town officials, vendors, consultants, and the general public.
 - Inspects invoices of contractors and others performing program work; coordinates reimbursement to property owners. Arranges follow-up inspections.
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- Inspects and analyzes data for power rodding and video camera surveillance. Identifies causes of sewer failures and identifies solutions or corrective actions.
 - Performs hydrostatic tests on private force mains, ejector systems and water services to assure adequate pressure. Conducts dye tests to locate defective sewers and drains.
 - Drafts, details and letters varied and complex engineering project plans to scale from notes, sketches and scaled drawings. Conforms drafting to District drafting standards and procedures.
 - Drafts and letters plans for large and complex utility components and unusual features.
 - Interprets project drafting requirements and conducts additional research to produce the needed level of detail in the drawings. Inspects project areas or facilities to ascertain field conditions or problems, as directed.
 - Researches and compiles mapping data and creates and updates a variety of map series including topographic, planimetric, regional, town and utility.
 - Generates DFX AutoCAD, Shape files, and Drawing files.
 - Inspects and tests standard cross-connections in all types of structures for backflow conditions. Conducts surveys of industries for possible hazardous waste discharge, determines corrective actions and assures their implementation. Tests backflow prevention devices.
 - Determines backflow prevention measures for standard problems and assures the implementation of those measures by the owner.
 - Responds to emergency calls on off hours
 - Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Manager of Command Center or Manager of Construction

MINIMUM QUALIFICATIONS

An Associate's degree plus four (4) years construction, drafting, Utility, or related experience or equivalent combination of education, training, and experience which provides the requisite skills and knowledge for the job. Must be certified, or be able to be certified within one year, as a CT Backflow Prevention Tester and a Cross-Connection Survey Inspector and a Connecticut Water Distribution System Operator Class I.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

~~Must be certified as a certified Connecticut Cross-Connection Survey Inspector. Must be certified as a Connecticut Water Distribution System Operator Class I.~~

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of surveying and construction inspection principles and practices as applied to basic engineering technician projects.
- Knowledge of computer technology, as applied to construction inspection.
- Good ability to read and interpret plans and blueprints and to inspect utility pipeline construction safely, effectively and efficiently and with firmness and tact.
- Good knowledge, skill and ability in utility construction methods and plan review.
- Knowledge of cartography, geodesy and photogrammetry principles and practices as applied to topographic, planimetric and thematic mapping.
- Knowledge of automated mapping applications with respect to a geographic information system environment.
- Knowledge of Arc Info, GIS Mapping, and other related software.
- Knowledge of water and sewer system and pipe design.
- Knowledge of claims administration principles and practices
- Knowledge of Public Administration Principles and practices as applied to claims resolution.
- Knowledge of account clerical procedures and techniques in support of claims management
- Knowledge of basic plumbing and electrical work in residential and small commercial buildings
- Knowledge of procurement, contracting and work management
- Knowledge of various ESRI tools, databases and services.
- Knowledge of SAP Sales and Distribution reporting as it relates to department functions
- Knowledge of SAP Project Systems reporting for Developer Permit Agreement Projects and Capital Projects
- Ability in mathematics as applied to surveying and related operations.
- Knowledge of standardized pipe assessment procedures.
- Some knowledge of computerized mapping digitizing practices. Good ability in oral and written communications.
- Ability in oral and written communications.
- Ability to establish and maintain effective working relationships with coworkers, town officials, vendors, contractors, consultants, and the general public.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort that involves lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (under 50 pounds).

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 performed primarily outdoors, frequently exposed to any or all of the following: various weather conditions, high or deep dangerous places, working near moving mechanical parts, risk of electric shock, vibration, fumes, airborne particles, chemicals, etc.

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.

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 Engineering Technician 2 be updated to reflect changes to the minimum job qualifications with no change to the classification system allocated to PT-09.

Respectfully submitted,

A handwritten signature in black ink that reads "John Mirtle". The signature is written in a cursive style with a large, stylized "J" and "M".

John S. Mirtle
District Clerk

**JOB SPECIFICATION
SENIOR ENGINEERING TECHNICIAN (3713)**

TO: Personnel, Pension and Insurance Committee for consideration on February 26, 2024.

Staff is recommending that the Job Specification and Job Classification System be amended to update the job descriptions for Senior Engineering Technician (PT-11) to amend the minimum qualifications. A copy of the proposed specification is attached as negotiated with Local 3713.

There is no proposed change to the updated Senior Engineering Technician role pay range PT-11 (range of \$44.41 to \$53.30 or \$92,372.80 to \$110,864 if annualized) as negotiated with Local 3713.

**Employee Group: Local 3713
FLSA Status: Non-Exempt
Labor Grade: PT-11**

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE:	SENIOR ENGINEERING TECHNICIAN
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JOB SUMMARY

This is responsible engineering technical work. Responsible for the survey and inspection of the most complex utility construction plans and operation of all survey equipment, inspection, correction and enforcement of cross-connection back-flow problem maintenance. Duties may include inspecting construction, instructing contractors in making corrections, coordinating construction programs, cross-connection back-flow problem maintenance, and claims administration. This position also has the responsibility for making difficult construction inspection technical field decisions.

Work involves responsibility for assuring that work is carried out according to plans and District and professional 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.

- Monitor project construction and financing. Track construction against project schedules. Assure project completion, punch list completion, project viability during acceptance periods, and completion of as-built drawings, as necessary.
- Coordinate project public relations. Resolve public questions and complaints and associated technical and administrative problems. Attend public hearings.

- Assist with the planning, monitoring and coordination of staffing and operational activities for the construction inspection unit, including resolving critical construction project issues in the field.
 - Identify and analyze opportunities for improving service delivery methods and procedures; identifies and calculates resource needs; coordinate informational reviews and updates with appropriate management staff; and provide guidance and leadership with the implementation of revised, adjusted and/or new work procedures.
 - Direct and coordinate the review of work plans for assigned construction inspection services and activities; assign work activities and projects; monitor and track work flow; review and evaluate work products, methods, and procedures; meet with staff to provide input to identify and resolve problems.
 - Assign, review, monitor and track work performed in the field; performs field inspections and approves construction work; reviews and approves inspector diaries, reports, correspondence, memoranda, and recommendations for change orders and progress payments; confers with construction inspectors, engineers, and contractors regarding contract and plan interpretation and use and provision of construction materials, or methods. This position ensures compliance with the plans, specifications and internal engineering construction standards. Takes appropriate action to correct or remediate construction issues or concerns.
-
- Coordinate the training, evaluation and motivation of assigned construction inspectors, devising plans and methodologies to work with employees to correct, modify or improve upon production techniques and procedures.
 - Administer CBYD program for the District. Report contractor mismarks and hits to regulatory authorities when required. Provide annual summaries of performance. Provide input on improvements to the program and execute improvements as directed.
 - Confer and negotiate with claimants or debtors, including individuals, companies, other governmental agencies, attorneys, and insurance companies.
 - Determine smaller settlements of claims and recommends settlement levels for larger claims. Collect on bills and arranges for payment schedules with debtors. Handle subrogation matters.
 - Oversee the District's wastewater discharge pre-treatment program. Report performance of customers against permitted discharges. Review and address variances with other District departments and communicate non-compliance with enforcement agencies.
 - Inspect complex cross-connections in all types of structures for backflow conditions. Conduct surveys of industries for possible hazardous waste discharge, determines corrective actions and assures their implementation. Perform surveys at large Industrial and Commercial facilities
 - Determine backflow prevention measures for complex problems and assures the implementation of those measures by the owner. Compile and analyze cross-connection and backflow data in preparation for producing the annual report submitted to CT DPH.
 - Coordinate large inspection campaigns for the sewer backup prevention program and the water and sewer service line inspection and replacement program, including monitoring and tracking of assessments, permitting, execution and completion.
 - Monitor the use of drafting standards on use of construction plans. Address variances from the standards with appropriate departments.
 - Provide improvement opportunities to GIS, Drafting and survey processes, applications and tools and execute improvements as directed.
 - Maintain industry best practices for the District in areas of GIS, Drafting and Survey.
 - Oversee developer permit projects and non-complex capital improvement projects. Develop work plans for capital improvement projects

- Manage the administration of project development and execution. Schedule project approval and construction activities.
- Prepare reports, applications, forms, contracts, budget transfers, and related project documents. Chair meetings of contractors, developers and other governmental agencies.
- Review water revenue accounts and miscellaneous bills for open receivables. Prepare files to be sent to collections. Provide court testimony as needed.
- Oversee data collection and data accuracy and completeness as it relates to services being provided and billed.
- Monitor customer equipment data accuracy and completeness and provide reports on data cleanliness.
- Responds to emergency calls on off hours.
- Performs in a safe manner and observes all safety procedures; works in small confined spaces and must be trained in confined space entry procedures.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Manager of Command Center or Manager of Construction

MINIMUM QUALIFICATIONS

An Associate's degree plus eight (8) years construction, inspection, utility, or related experience or equivalent combination of education, training, and experience which provides the requisite skills and knowledge for the job. Must be certified as a Connecticut Backflow Prevention Tester and a Cross-Connection Survey Inspector and a Water Distribution Operator Class II.

SPECIAL REQUIREMENTS

Must have a valid driver's license. ~~Must be certified as a Connecticut Backflow Prevention Tester and a Cross-Connection Survey Inspector.~~

KNOWLEDGE, SKILLS, AND ABILITIES

- Thorough knowledge of land and construction survey and inspection principles and practices.
- Good ability to follow land and construction survey procedures, to maintain construction records and to prepare inspection reports.
- Thorough ability to inspect utility pipeline and building mechanical trades construction safely, effectively and efficiently and with firmness and tact.
- Good ability to operate all survey instruments and to survey land and completed construction.
- Considerable ability in mathematics as applied to surveying and related operations.
- Good ability to ability to read and interpret plans and blueprints and to inspect utility pipeline construction safely, effectively and efficiently and with firmness and tact.
- Knowledge of complex insurance claims and legal requirements to support the District in claim response and resolution.

- Knowledge of complex real estate assessment and adjustments
- Knowledge of complex SAP customer contracts including creation and maintenance of SAP Utility and Sales and Distribution Contracts.
- Ability in oral and written communications.
- Ability to establish and maintain effective working relationships with coworkers, town officials, vendors, contractors, consultants, and the general public.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate physical effort that involves lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (under 50 pounds).

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 performed primarily outdoors, frequently exposed to any or all of the following: various weather conditions, high or deep dangerous places, working near moving mechanical parts, risk of electric shock, vibration, fumes, airborne particles, chemicals, etc.

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.

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 Senior Engineering Technician be updated to reflect changes to the minimum job qualifications with no change to the classification system allocated to PT-11.

Respectfully submitted,



John S. Mirtle
District Clerk

CHANGES TO CLASSIFICATION SYSTEM – RISK MANAGEMENT ADMINISTRATOR

TO: Personnel, Pension and Insurance Committee for consideration on February 26, 2024

Staff is recommending that the Job Specifications and Salary Grade be amended for the *Risk Management Administrator* currently classified as an 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 *Risk Management Administrator* with other Administrators at the MDC which are classified as EE14.

Employee Group: Exempt & Excluded
FLSA Status: Exempt
Labor Grade: EE-14

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE:	RISK MANAGEMENT ADMINISTRATOR
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PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform professional-level work in the Treasury function of the organization.

The Risk Management Administrator is responsible for development, implementation and management of risk management policies and procedures to control/prevent risks and losses of the organization. This position will work under the direction of the Manager of Treasury.

ESSENTIAL FUNCTIONS

The following are the essential duties for this position

Designs and implements policies, procedures, practices and controls to mitigate risk. On an ongoing basis, performs risk assessments in each of the core functional areas in order to identify potential risk exposure areas for the organization. Educates and communicates key risk management issues and responsibilities to departments and individuals.

Develops, manages and updates Disaster Recovery and Business Continuity plan. Works together with various functional groups to ensure plan supports the needs of the organization and addresses core risks which could confront the organization.

Manages relationships with business insurance broker and insurance companies. Manages Insurance programs for all property and casualty insurance policies including but not limited to Property, General liability, Workers Compensation, Umbrella Liability, PO/EPL Liability, Crime & E&O and other required policies. Analyzes potential insurance gaps and provides recommendations for coverages and retentions. Obtains and reviews loss information and provides recommendations on contracts regarding insurance requirements. Manages issuance, retention, monitoring and maintenance of Certificates of Insurance.

Provides oversight of workers compensation claims. Works with Human Resources, Third Party Claims Administrator and various operational managers to reduce losses/injuries. Coordinates investigations & follow-up of incidents involving loss time accidents.

Develops and manages claims protocols, policies and procedures for the organization.

Develops, maintains and reports on key performance indicators which highlight the Risk Management function's performance. Makes recommendations for improving operational efficiency and control.

Communicates with managers, customers, other individuals and groups. Makes presentations at the Board of Finance and District Board Meetings, as required.

Develops, tracks and communicates objectives and goals for Risk Management function personnel on an annual basis and manages the annual employee performance appraisal process. Provides timely feedback to all assigned direct reports regarding performance against objectives and goals on a quarterly basis.

Performs personnel management tasks in accordance with collective bargaining agreements applicable to staff including: conducting interviews and making recommendations for applicant selection; assigning work; establishing performance expectations; providing training and opportunities for employee development; providing guidance and advice regarding difficult issues; ensuring safe work practices; evaluating employee performance; counseling employees; implementing disciplinary action or making recommendations for disciplinary action as necessary; taking other personnel actions, such as reclassifications as needed.

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 assigned.

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 financial, treasury or insurance experience including two (2) years of treasury or insurance supervisory and/or managerial experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Master's Degree in Business Administration and/or professional certifications are desirable.

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; 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.

PHYSICAL REQUIRMENTS

Ability to perform tasks involving light physical effort. Frequently required to sit for long periods of time. Frequently required to use arms, hands and fingers to reach, handle, finger and feel objects and materials.

Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate verbally.

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.

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 Risk Management Administrator be amended in the classification system and allocated to EE14.

Respectfully Submitted,

A handwritten signature in black ink, reading "John Mirtle". The signature is written in a cursive style with a large, stylized "J" and "M".

John S. Mirtle
District Clerk

What is an Employee Climate Survey?

Used for organizational training and development, Employee Climate Surveys provide a picture of your organization's needs. These surveys can be used to solicit employee opinions on a variety of issues such as the company's success in communicating its mission to employees, or local issues such as quality of the working environment.

These surveys often contain a series of multiple choice items grouped along one or more dimensions of the organization.

The types of items included in these surveys may concern areas such as:

1. Creativity
2. Innovation
3. Satisfaction
4. Senior Management
5. Interpersonal Relations
6. Functional Expertise
7. Compensation
8. Benefits
9. Customer Service
10. Communication
11. Obtaining Results
12. Analytical Thinking
13. Mentoring
14. Strategic Planning
15. Teamwork
16. Adaptability
17. Staff Development
18. Leadership

The results of this type of feedback process provide an understanding how the employee perceives the organization along different dimensions. This process helps the organization (Human Resources Department) understand how the employees perceive them.

This feedback:

- is essential to facilitating development and organizational change
- allows the organization to focus on needs and leverage its strengths
- informs the organization on which actions will create problems for the employees
- provides management with employee feedback (both positive and negative) on the internal health of the organization
- measures the impact of current programs, policies and procedures
- can be used to motivate employees and improve job satisfaction

The purpose of this document is to provide a guide to assist those who are conducting an employee opinion survey.

Chapter Highlights

1. Uses
2. Benefits
3. How it is conducted
4. Requirements
5. Benefits of using the Internet
6. Demos

- 7. Item Bank
- 8. Web Resources
- 9. Related Pages

Employee Climate Survey: Uses

Uses for Employee Climate Surveys include:

- Focusing of Employee Development Programs
- Enhancing Management/Employee Relations
- Training Needs Assessment
- Evaluation of Training
- Organizational Climate Survey
- Customer Satisfaction Survey

This process can also be a motivator of performance since it shows the employee that their opinions and views are considered important.

Principle of Employee Climate Surveys: Provides an understanding how the employee perceives the organization and work groups.

Benefits

Provides a direct means of assessing employee opinions that would otherwise be unreported.

How Climate Surveys are Conducted

[Checklist of what to do when conducting an employee survey.](#)

1. Needs Analysis [Why is the survey being conducted?](#)

Meetings are held to determine the goals and objectives, as well as the content of the project. Whether implemented through individual interview or focus group this needs analysis will ensure that the critical information is gathered in the manner that best fits the customer need and will assist in determining the best method of collecting the data.

2. Focus Groups Structured meetings to gather qualitative information relevant to the survey development.

3. Survey Design Develop survey instrument by synthesizing the information gathered from needs analysis, focus groups and other documents available.

Determine the rating scale to be used:

1. Strongly agree | agree | (neither agree nor disagree) | disagree | strongly disagree.
 2. Excellent | good | fair | poor
 3. All of the time | most of the time | some of the time | hardly ever | never
 4. To a very great extent | to a great extent | to some extent | to a very little extent | to no extent at all
 5. Very satisfied | satisfied | (neither satisfied nor dissatisfied) | dissatisfied | very dissatisfied
4. **Develop questionnaire** A questionnaire used for Employee Opinion Surveys typically contains [items](#) that are rated on a point scale. These items may be developed to measure different dimensions of the organization (e.g., communication, teamwork, leadership, initiative, management, compensation, ...). Questionnaires also typically include one or more open ended questions to solicit written feedback.

Questionnaires typically include from 50 to 100 items. When estimating the amount of time to complete the questionnaire you should estimate about 1 minute per questionnaire item.

If using a printed questionnaire form, you should consider using forms that can be scanned into a computer.

It should be noted that the design of a questionnaire is usually an iterative process -- questions are formulated, tested,

reformulated, tested, and

5. Questionnaire Review

survey, and to increase the likelihood the customer receives actionable information. Critiques are also performed to increase the probability of high response rates.

6. **Instrument Pre-Test** Conduct an instrument pre-test, which is an examination of the data collection instrument by potential respondents. It can be completed for paper-based, as well as electronic and phone based data capture. This may include a series of telephone interviews or focus groups designed to gather feedback on the content, clarity, readability, relevance, length, and comprehensiveness of the item set, as well as the overall experience of completing the instrument

Pre-testing can show:

1. poor question wording or sequencing, as well as errors in layout
 2. problems caused by the length of the questionnaire or the respondents' inability or unwillingness to answer the questions
 3. additional questions or response categories that can be pre-coded on the questionnaire
 4. non-response problems
 5. any negative repercussions the survey may have on employees
7. **Ensure confidentiality of participants** Steps must be taken to ensure the confidentiality of the feedback results. For example, the feedback ratings from several employees should be combined (averaged) to mask the identity of an individual employee. Comments or written answers to questions may be summarized in the results to mask the identity of the author. The confidentiality helps ensure that the results are genuine.
 8. **Administer the questionnaire** Distribute questionnaire forms (if using printed copies) with instructions. May want to prepare answers to common questions if other employees will be assisting in the administration. If possible, post the questions and answers to your website for easy access.

Administer it to everyone? Or, just a sample?

1. Advantages of it to everyone:
All employees are given the opportunity to express their opinions
 2. Advantages of it only to a sample:
Reduced time to collect and process the data
Less data to collect
9. **Analyze the data** Basic data analysis would include averages of ratings. More complicated analyses may include item-analysis and/or factor-analysis. Types of analyses include: Performance Dimension Summary; Summary-Performance vs. Expected; Individual Item Ratings; Item Ratings-Performance vs. Expected (normed); Highest- or Lowest-Rated Items (shows individual's strengths and weaknesses); Group & Organizational Ranking, and Recommendations for Development

You may want to analyze the data by organizational division or department to assess group and organizational strengths and weaknesses. This can be used to support or promote training and organizational development.

10. **Written Interpretive Reports** Examine data through written interpretive reports, which summarize the results of your study.
11. **Presentation of Survey Results** The analysis of data in report format, or on a variety of other media, such as CD-ROM, diskette, or Internet.
12. **Develop and Distribute Results** Feedback results should be shared with the employees.

You may want to provide individual review sessions or group workshops conducted by a facilitator to help individuals review and understand the results and develop appropriate goals and objectives.

Requirements?

An Employee Opinion Survey process requires a coordinated effort to collect hundreds, or even thousands, of pieces of data. In addition, the validity of the results is enhanced by ensuring confidentiality of the participants.

Benefits of using Internet

Fortunately, there are many software companies that offer tools to assist you in conducting this type of feedback process. Some links to these companies can be found at the [HR-Software](#) network.

- **Web Access** Are your employees scattered throughout the globe? Or, across different states? No problem, just use the Internet as the medium through which your feedback process is conducted.
-
- **Confidentiality** Although the data is collected by a third-party, the confidentiality is enhanced in that fewer internal employees have access to view the data.
-
- **Simplified Data Analysis** Spending time entering data into a spreadsheet or database for analysis? Use web based tool: to collect, store, and analyze data.

Demos

Request a customized free online [demo](#) from HR-Survey.com

Item Selector

If you are interested in developing an employee climate survey, this would be a good place to get started. Click the link below to access our Item Selector program. This will display a form containing a list of items. Just select the items you want included on your questionnaire and follow the instructions on the form.

[Item Selector](#)

Item Bank

Access an item bank containing over 1,600 items.

[Item Bank](#)

Here is a list of general survey questions:

- __ current activities reflect a strong focus on the customer
- __ does a good job communicating about changes or decisions that affect employees.
- __ is a good Company to work for
- __ is committed to providing competitive products and services
- __' image is that of a high quality Company
- __'s standards for business ethics are high.
- At __, my suggestions are given serious consideration.
- Being committed to excellence through continuous improvement in all activities to increase value for our customers
- Being the catalyst of change and innovation at the forefront of the industry
- Benefits available are appropriate for my needs and those of my family
- Career paths exist for someone like me in this company
- Conditions in my work area allow me to be highly productive.
- Considering everything, I am satisfied at __
- From my point of view the five most important issues raised in this survey are:
- Having a clear corporate "culture" (a clear set of values, a clear style of management, etc.)
- Having a minimum of "corporate politics" (favoritism in handling conflict, advancement based on "looking good," etc.)
- How long have you worked for __?
- How long have you worked for the company?
- I am able to balance work priorities with my personal life.
- I am able to contact Senior Management as needed.

- I am adequately recognized for my contributions.
- I am aware of available opportunities for advancement.
- I am committed to producing high quality work.
- I am compensated fairly for the work I do.
- I am expected to find new and better ways to get the job done.
- I am given a real opportunity to improve my skills in this Company
- I am given the training I need to do my job effectively
- I am happy to encourage friends and colleagues to work at __
- I am involved in decisions that affect my work
- I am made to feel that I am an important part of __
- I am proud to work for __.
- I am provided with opportunities to improve my skills.
- I am recognized by my manager for my contributions.
- I am satisfied with the increases in compensation.
- I am satisfied with the information I receive from Management on what's going on in the Company
- I am treated fairly by my supervisor.
- I believe __ will use this survey's feedback to make improvements
- I believe real changes can be made in my Department/Function as a result of this survey
- I believe that the HR department heeds my opinion with regard to Work and Family benefit needs
- I believe that the IT department asks my opinion with regard to technology needs
- I can clearly explain the business goals of my local Business Unit to others
- I can get the information I need to do my job
- I can see the link between my work and __ objectives
- I feel encouraged to come up with new and better ways of doing things
- I feel favoritism is not a problem in my department.
- I feel I have job security.
- I feel the company values honest answers.
- I feel the company's benefits meet my needs.
- I find my work challenging.
- I get the training I need to do a first-class job.
- I have a clear understanding of __ pay policy
- I have all the information I need to do my job well.
- I have clear measures for each of my objectives.
- I have enough information to do my job well
- I have participated in a Performance Management Process
- I have seen improvements as a result of the ____ action plans that were created.
- I have the flexibility to arrange my work schedule to meet my personal/family responsibilities.
- I have the freedom I need to meet customer needs.
- I have the materials and equipment I need to do my work right
- I have the materials and equipment to do my job right.
- I have the necessary resources to perform my job.
- I have the training and support to do my job right.
- I know how my job impacts the mission of __.
- I know what is expected of me in my job.
- I participate in training and development opportunities that are available to me.
- I plan to be working for __ a year from now.
- I support the __ values in my day-to-day actions.
- I understand the criteria used to decide my compensation
- I understand the issues facing our customers/members.
- I would share the costs of an improved benefits plan.
- In general, career moves are handled fairly at __.
- In my Department/Function, decisions get made without unreasonable delay
- In my Department/Function, projects are managed well (from initiation and planning to execution and close-out)
- In my job I focus on problem solving instead of fault finding
- In my work group, we ask our internal customers what they require from us.
- In my work group, we participate in deciding how the work gets done.
- In the last 12 months my Manager has talked to me about my progress
- Job promotions are fair and equitable.
- Managers communicate a clear sense of direction for my organisation

- My co-workers and I work well together
- My department works well together
- My fellow employees are committed to doing quality work
- My group works well together to accomplish our organization's goals.
- My job is enjoyable and challenging
- My job makes good use of my skills and abilities
- My manager assists me to identify my training and development needs
- My Manager delegates work effectively
- My manager encourages my professional development
- My manager gets input and buy-in from me when making key decisions that impact my section.
- My manager has enough authority to get the work done.
- My Manager has set performance goals for my job
- My Manager holds me accountable for the work that I do
- My manager is available to me when I have questions or need help
- My Manager is effective in involving his/her employees in solving the problems we face as a unit
- My manager is fair and even handed in the treatment of all employees.
- My manager keeps me in the loop so that I know what is happening in the organization that impacts my work.
- My manager role models effective leadership (i.e., behavior that is ethical, moral, consistent, positive, just).
- My manager role models high standards for quality work.
- My Manager sets a good example
- My skills and abilities are utilized effectively by the company.
- My supervisor provides me with adequate feedback.
- My training meets my needs for my current job
- My work gives me a feeling of personal accomplishment
- My work group focuses on fixing the problem rather than finding someone to blame.
- My workgroup looks for ways to change processes to improve productivity
- Our department staff meetings are filled with open and honest participation.
- Our organization has clearly identified the customers/members who receive our work.
- Our senior leaders establish a clear direction for the company.
- Our team's current activities reflect a strong focus on the customer
- Overall, I feel the organization is successful.
- Overall, my workload is reasonable.
- People get ahead as fast here as they do in other places
- Please comment on any other issue you would like to raise
- Rate your overall satisfaction with your job at __.
- Senior Management gives staff a clear picture of the direction in which __ is headed
- Technology available is appropriate for my needs and those of my customer
- The amount of pay you receive for your job compared to others doing similar work in our industry
- The extent to which you are kept informed about matters that affect you
- The extent to which you receive recognition when you do a good job
- The freedom you have to use your own judgment in getting the job done
- The information from this year's survey will be used constructively by management
- The internal practices of __ support my ability to deliver a high standard of quality to my customers
- The last time I asked someone from a different function for help, I got it
- The organization values diversity.
- The people I work with cooperate to get the work done
- The senior administration cares about my ideas.
- The tools and equipment I need to do my job right are readily available.
- There are opportunities for promotion in my role
- There is cooperation among team members.
- There is someone at work who encourages my development.
- Timely follow up on questions for Benefits, employee relations issues
- We have a plan to implement the organization's work.
- We have a set of values and beliefs that guide our decisions about work.
- We have prioritized our major goals.
- We know who is responsible for what, who needs to be informed, and who, if anyone, has veto power.
- We resolve conflict honestly, effectively and quickly.
- What is lacking in your work environment that might help you perform better?

- What is your level in the
- What would make our

[Employee Opinion Survey](#) [360-Feedback](#) [Performance Management](#) [Tr](#)

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

555 Main Street, Hartford

Wednesday, January 24, 2024

Present: Commissioners John Avedisian, David Drake, Byron Lester, Maureen Magnan, Pasquale Salemi, David Steuber, Alvin Taylor, James Woulfe and District Chairman Donald Currey (9)

Remote

Attendance: Commissioners Dimple Desai, Joan Gentile and Dominic Pane (3)

Absent: (0)

Also

Present: Commissioner William DiBella
Commissioner Allen Hoffman
Commissioner Bhupen Patel
Commissioner John Gale
Scott Jellison, Chief Executive Officer
Christopher Stone, District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Chief Operating Officer
Kelly Shane, Chief Administrative Officer
Robert Barron, Chief Financial Officer (Remote Attendance)
Jamie Harlow, Director of Human Services
Susan Negrelli, Director of Engineering
David Rutty, Director of Operations
Robert Schwarm, Director of Information Systems
Thomas Tyler, Director of Facilities
Rita Kelley, Equal Employment Opportunity Compliance Officer
Jeff King, Construction Manager
James Sanchez, Utility Systems Monitoring Technician 1
Carrie Blardo, Executive Assistant to the Chief Executive Officer
Julie Price, Executive Assistant
Matthew McAuliffe, IT Consultant
Dylan Pecego, IT Consultant
Brian Downs, Workers Comp Trust
Chris Monroe, USI Consulting

CALL TO ORDER

District Chairman Donald Currey called the meeting to order at 4:03 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

ELECTION OF CHAIRPERSON

District Chairman Donald Currey called for the election of the Chairperson. Commissioner Pane placed Commissioner John Avedisian's name in nomination, the nomination was duly seconded.

Commissioner Salemi placed Commissioner Alvin Taylor's name in nomination, the nomination was duly seconded.

There being no further nominations, the nominations were closed.

Commissioner Pane requested a roll call vote.

District Chairman Currey read off a roll call vote with Commissioner Avedisian's nomination being "Aye" votes and Commissioner Taylor's nomination being "Nay" votes. There was a tie of five (5) votes for Commissioner Avedisian and five (5) votes for Commissioner Taylor. The votes were as follows:

"Aye" votes (for Commissioner Avedisian): Commissioners John Avedisian, Dimple Desai, David Drake, Maureen Magnan and Dominic Pane.

"Nay" votes (for Commissioner Taylor): Commissioners Byron Lester, Pasquale Salemi, David Steuber, Alvin Taylor and James Woulfe.

With there being no winner for Chair, District Chairman Currey moved on to the election of Vice Chairperson

ELECTION OF VICE CHAIRPERSON

District Chairman Donald Currey called for the election of the Vice Chairperson. Commissioner Avedisian placed Commissioner Maureen Magnan's name in nomination and the nomination was duly seconded.

Commissioner Taylor placed Commissioner James Woulfe's name in nomination and the nomination was duly seconded.

There being no further nominations, the nominations were closed.

District Chairman Currey read off a roll call vote with Commissioner Magnan's nomination being "Aye" votes and Commissioner Woulfe's nomination being "Nay" votes.

Commissioner James Woulfe was elected Vice Chairperson of the Personnel, Pension and Insurance Committee for 2024 and 2025 by a vote of six (6) to five (5). The votes were as follows:

“Aye” votes (for Commissioner Magnan): Commissioners John Avedisian, Dimple Desai, David Drake, Maureen Magnan and Dominic Pane.

“Nay” votes (for Commissioner Woulfe): Commissioners Byron Lester, Pasquale Salemi, David Steuber, Alvin Taylor, James Woulfe and District Chairman Donald Currey.

Vice Chairman Woulfe assumed Chair until a Chairperson could be elected.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Drake and duly seconded, the meeting minutes of October 25, 2023 were approved. Commissioner Woulfe abstained.

DISTRICT EMPLOYEES ELECTED TO THE GENERAL ASSEMBLY AND CONN. GEN. STAT. § 2-3a

Director of Human Resources Jamie Harlow informed the Committee that there is one District employee, James Sanchez Utility Systems Monitoring Technician 1, currently elected to the General Assembly. The Committee discussed District policy regarding elected employee’s attendance and compliance with Connecticut General Statute § 2-3a and union collective bargaining agreements. No action was taken.

Commissioner Gentile entered the meeting remotely at 4:27 PM.

ELECTION OF CHAIRPERSON

Without objection, the Committee returned to Agenda Item #3 “Election of Chairperson” due to Commissioner Gentile entering the meeting remotely.

Commissioner Gentile placed her vote for Commissioner Taylor.

The votes were as follows:

Votes for Commissioner Avedisian: Commissioners John Avedisian, Dimple Desai, David Drake, Maureen Magnan and Dominic Pane.

Votes for Commissioner Taylor: Commissioners Joan Gentile, Byron Lester, Pasquale Salemi, David Steuber, Alvin Taylor and James Woulfe.

Commissioner Alvin Taylor was elected Chairperson of the Personnel, Pension and Insurance Committee for 2024 and 2025 by a vote of 6-5.

At 4:53 PM, Commissioner Taylor assumed Chair.

WORKERS COMPENSATION

Brian Downs, Vice President of Workers Comp Trust, presented an executive summary of the Self-Insured Workers' Compensation Program with an overview of 2023 claims included in his report.

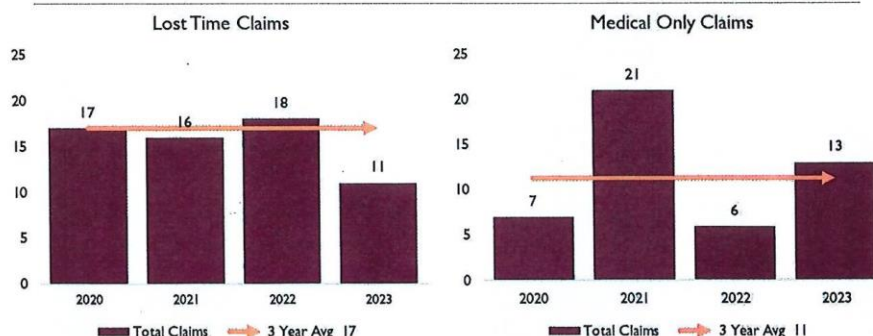
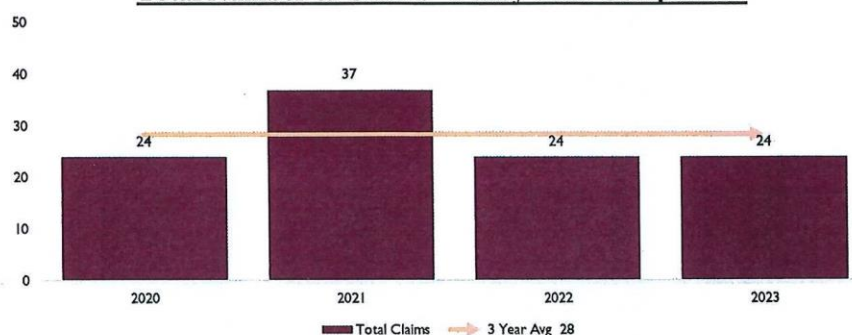


THE METROPOLITAN DISTRICT EXECUTIVE SUMMARY FOR THE PPI COMMITTEE January 24, 2024

SELF-INSURED WORKERS' COMPENSATION PROGRAM

The Trust has been providing Claim Administration, Managed Care and Loss Control Services to the Metropolitan District Commission since October 1, 2000. This summary contains policy year information frozen as of September of each policy year in order to give an apples-to-apples comparison.

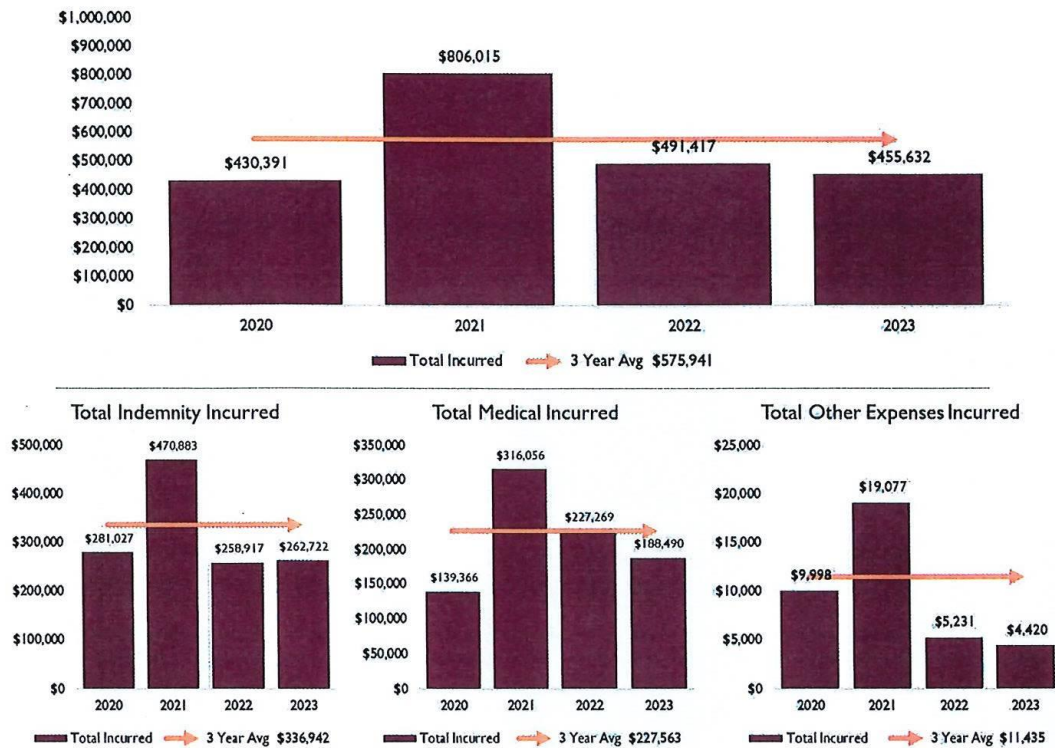
Total Number of Claims - Policy Year Comparison



Claim Type	2019 - 2020	2020 - 2021	2021 - 2022	3 Year Avg.	2022 - 2023
Total Lost Time Claims	17	16	18	17	11
Total Medical Only Claims	7	21	6	11	13
Grand Total	24	37	24	28	24

Total Claims frequency remained constant when compared to policy year 2022, however decreased 14% when compared to its three-year average. **Total Lost Time Claims frequency decreased 39%** when compared to policy year 2022 and 35% when compared to its three-year average. **Total Medical Only Claims frequency increased 116%** when compared to policy year 2022 and 18% when compared to its three-year average.

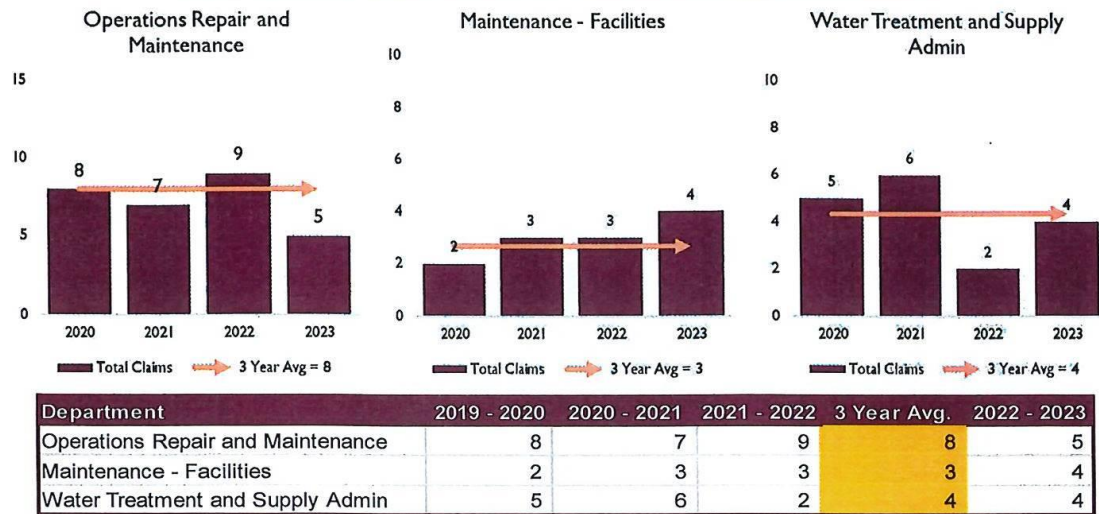
Total Incurred - Policy Year Comparison



Payment Type	2019 - 2020	2020 - 2021	2021 - 2022	3 Year Avg.	2022 - 2023
Total Indemnity Incurred	\$281,027	\$470,883	\$258,917	\$336,942	\$262,722
Total Medical Incurred	\$139,366	\$316,056	\$227,269	\$227,563	\$188,490
Total Other Expenses Incurred	\$9,998	\$19,077	\$5,231	\$11,435	\$4,420
Grand Total	\$ 430,391	\$ 806,015	\$ 491,417	\$ 575,941	\$ 455,632

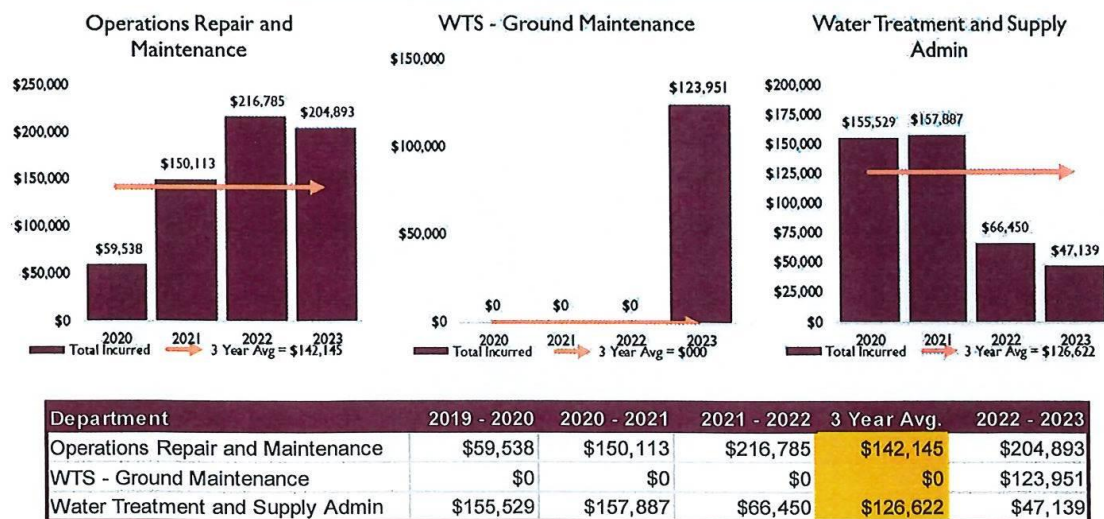
Total Incurred decreased from 7% from \$491,417 in policy year 2022 to \$455,632 in policy year 2023 and decreased 26% when compared to its three year average. **Total Indemnity Incurred** increased slightly when compared to policy, however decreased 22% when compared to its three year average. **Total Medical Incurred** and **Total Other Expense Incurred** decreased when compared to policy year 2022 and to their respective three year average. Details of all open claims are included in the Claims Status Report section.

“TOP 3” Departments with Highest Number of Claims

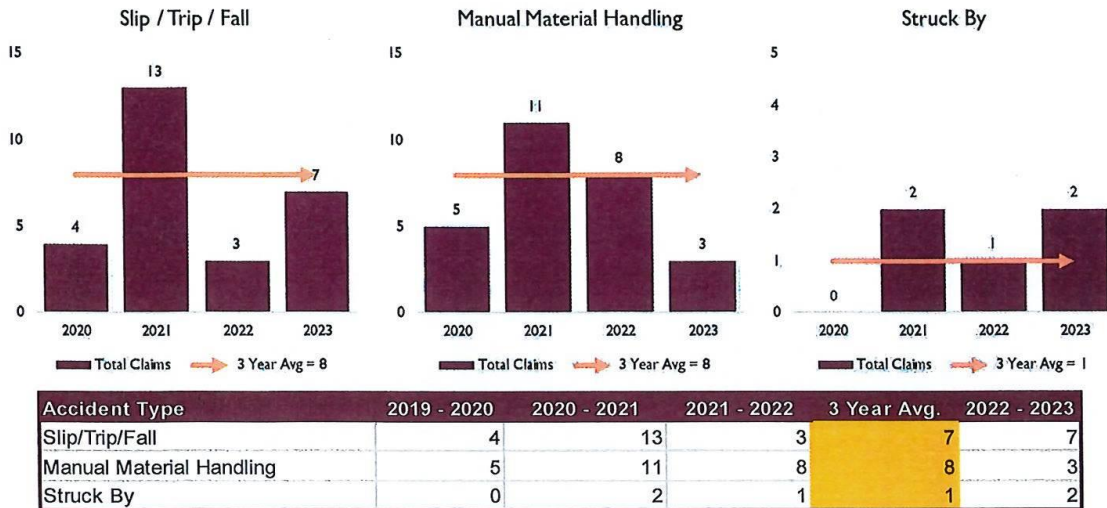


The top three departments for frequency were Operations Repair and Maintenance, Maintenance-Facilities, and Water Treatment and Supply Admin. **Operations Repair and Maintenance** claim frequency decreased when compared to policy year 2022 and to its three year average. **Maintenance-Facilities** claim frequency increased when compared to policy year 2022 and to its three year average. **Water Treatment and Supply Admin** claim frequency increased when compared to policy year 2022, however remained the same when compared to its three-year average.

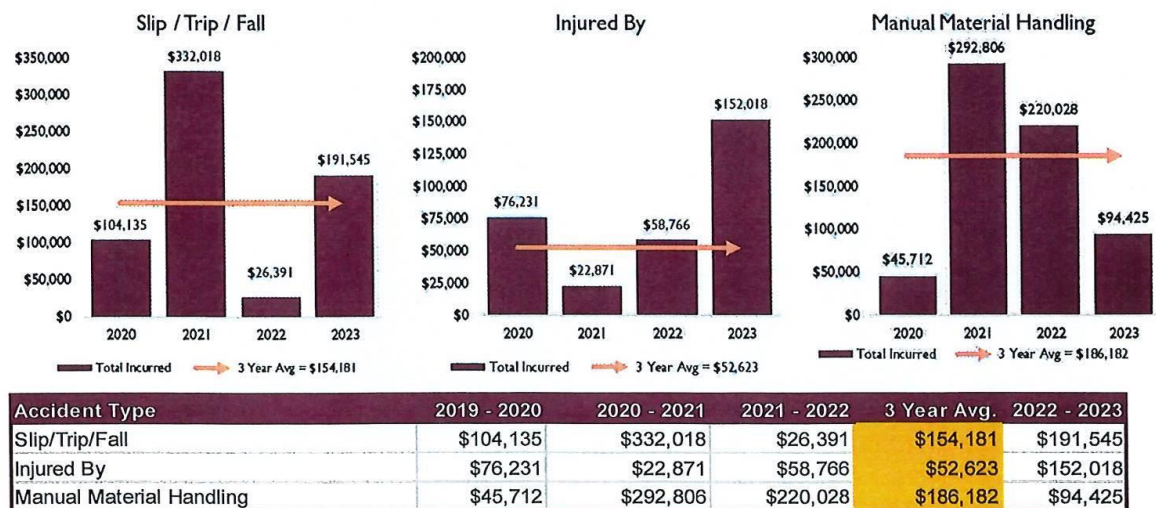
“TOP 3” Departments with Highest Incurred



The top three departments for injury severity were Operations Repair and Maintenance, WTS-Ground Maintenance, and Water Treatment and Supply Admin. **Operations Repair and Maintenance** top two accident types were Slip/Trip/Fall (2-\$120,574) and Manual Material Handling (2-\$83,849). **WTS - Ground Maintenance** had one injury that required a total knee replacement which represents 100% of the department's total incurred. **Water Treatment and Supply Admin** top accident type was Slip/Trip/Fall (2-\$46,329).

“TOP 3” Accident Types with Highest Number of Claims

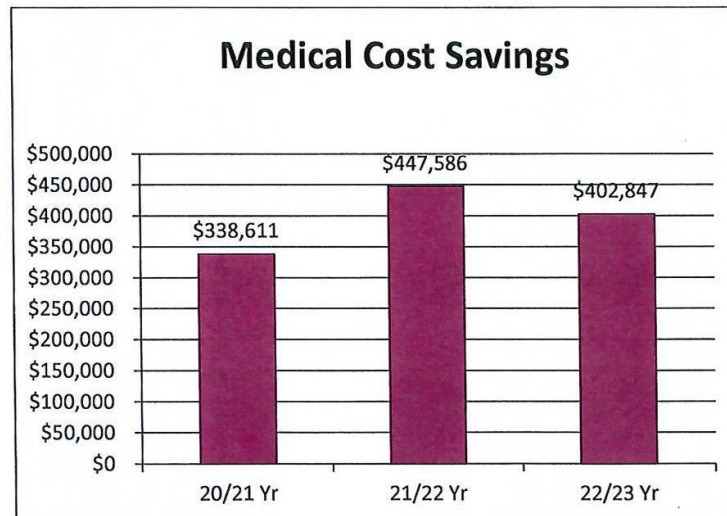
Slip/Trip/Fall, Manual Material Handling, and Struck By were the top three accident types for frequency. **Slip/Trip/Fall** frequency increased when compared to policy year 2022 and remained the same when compared to its three year average. **Struck By** increased when compared to policy year 2022 and to its three year average. **Manual Material Handling** frequency decreased when compared to policy year 2022 and to its three year average.

“TOP 3” Accident Types with Highest Incurred

The top three accident types for severity were Slip/Trip/Fall, Injured By, and Manual Material Handling. **Slip/Trip/Fall** top accident type for severity was Slip/Fall-Same Level (3-\$127,814). **Injured By** top accident type for severity was Injured By-Bending/Climbing (1-\$123,951). **Manual Material Handling** top accident type for severity was Injured By-Lifting (3-\$94,425).

Other Noteworthy Facts about Metropolitan District Commission program

- MDC has a **Return-to-Work** program on a case-by-case basis. This has helped to reduce claim indemnity costs.
- MDC has added a **Medical Care Plan** in their workers' compensation program which has brought more control by limiting the network of medical providers and providing access to utilization review that helps control the medical costs and unnecessary medical procedures.
- **Trust TeleCare** has provided a method of reporting claims and providing medical triage services that have reduced the number of workers seeking outside medical treatment.
 - 15 calls were placed into Trust Telecare during the reporting period
 - 4 calls resulted in self-care with no claim – Conservative savings \$1,000
 - Trust Telecare claim penetration rate =94%
 - The service also eliminated 4 OSHA recordable events.
- **Settlements** - 2 cases for \$56,500 – Reduction in exposure \$110,000
- **Lag Time** - greatly improved to 0.50 days



Three Year Medical Cost Savings
\$1,189,044

Presented by:

Brian Downs
 Brian Downs
 Vice President, Quality & Provider Relations
 Workers' Compensation Trust
 (203) 678-0103

ACTUARIAL SERVICES

Chief Administrative Officer Kelly Shane updated the Personnel, Pension and Insurance Committee on the change in actuarial services following a bidding process. The new actuarial services contract was awarded to USI Consulting.

WORKFORCE DEVELOPMENT LEARNING PROGRAM FOR HIGH SCHOOL STUDENTS

Director of Human Resources Jamie Harlow discussed MDC efforts for workforce development for area high school students including outreach efforts to local high schools.

DISTRICT WELLNESS PREVENTATIVE CARE PROGRAM

Chris Monroe of USI Consulting gave an overview of the 2023 WellSpark preventative care program.

MDC – WellSpark Program Update

- ✿ Compliance Metrics
- ✿ Registration Metrics
- ✿ Program look-back dates



January '23 – December '23 Compliance Program Engagement

Compliance Program Completion – MDC		
Program Requirements	2023 Program Compliance	2023 Program Compliance %
100 % Compliant	431	71%
Not 100% Compliant	173	29%
Total	604	

*2023 Compliance Program. Includes both employees and spouses.

Compliance By Service	Eligible Population	2023 % Compliant
Preventive Visit (Physical)	604	85%
Mammogram	142	89%
Cervical Cancer Screening	265	85%
Colorectal Cancer Screening	399	81%
Cholesterol Screening	568	88%
Diabetes Screening	568	89%
Spouse Compliance	232	74%

*Total population held to compliance: 604 participants Does not include 'not eligible'

Compliance Program Completion – MDC		
Program Requirements Missing	2023 Program Compliance	2023 Program Compliance %
Missing 1 requirement	64	11%
Missing 2 requirements	34	6%
Missing 3 requirements	36	6%
Missing 4 requirements	25	4%
Missing 5 requirements	14	2%

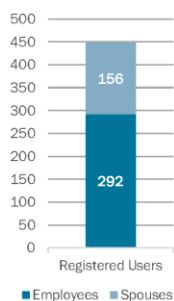
Full Compliance By Union	2023 % Compliant
Local 1026	80 %
Local 3713	71%
Local 184	43%
Non-Union 171	67%



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Engagement: MDC Registration

Relationship		
Total Population	Registered	% Registered
Employees 373	292	78.2%
Spouses 231	156	67.5%
Total Population	448	74%



T			
Union	Total Population	Registered	% Population
Local 1026	89	78	88%
Local 3713	87	69	79%
Local 184	171	104	61%
Non-Union	257	196	76%



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Wellness Program – Look Back Dates for 2023-2024 Program Year

Service	Look Back Dates
Preventive Visit (physical)	Physical Exam/OBGYN 21-39 years old 3-year lookback (1/1/2021 - 12/30/2024) Physical Exam/OBGYN 40-49 years old 2-year lookback (1/1/2022 - 12/30/2024) Physical Exam/OBGYN 50+ years old 1-year lookback (1/1/2023 - 12/30/2024)
Cholesterol Screening	Cholesterol 30-49 years old 5-year lookback (1/1/2020 - 12/30/2024) Cholesterol 50+ 2-year lookback (1/1/2023 - 12/30/2024)
Diabetes Screening	Diabetes Screening 30-49 years old 5-year lookback (1/1/2020 - 12/30/2024) Diabetes Screening 40+ 3-year lookback (1/1/2022 - 12/30/2024)
Mammogram	Mammogram 2-year lookback (1/1/2022 - 12/30/2024)
Cervical Cancer Screening	PAP female 21-64 years old: 3-year lookback (1/1/2021 - 12/30/2024) HPV/PAP Combo female 30-64 years old: 5-year lookback (1/1/2019 - 12/30/2024)
Colorectal Cancer Screening <i>Must complete 1 of 3</i>	Colonoscopy: 10-year lookback (1/1/2014 - 12/30/2024) Flexible Sigmoidoscopy: 5-year lookback (1/1/2020 - 12/30/2024) Cologuard: 3-year (1/1/2021 - 12/30/2024) FIT/FOB: 1-year (1/1/2023 - 12/30/2024)

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OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

State Representative and MDC employee James Sanchez spoke regarding agenda item #6 “District Employees Elected to the General Assembly and Conn. Gen. Stat. § 2-3a” and his return to light duty work after workers’ compensation injuries. He stated he had been out of work due to workers’ compensation injuries for 2 years and was notified in December 2023 that he could return for light duty. Upon his return to work, he requested in several emails to HR Director Jamie Harlow to adjust his work schedule due to serving as a CT State Representative and Connecticut General Statute § 2-3a which he stated protects him as an employee and allows for him to decide to work on shifts. He is asking for a combination of options to adjust his work schedule while serving as a State Representative, including coming in early, working through lunch, working late, or working remotely.

ADJOURNMENT

The meeting was adjourned at 5:40 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

Date Approved