



The Metropolitan District  
water supply · environmental services · geographic information

**PERSONNEL, PENSION & INSURANCE COMMITTEE  
SPECIAL MEETING  
WEDNESDAY, OCTOBER 25, 2023  
3:00 PM**

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**Location**

Board Room  
District Headquarters  
555 Main Street, Hartford

Dial in #: (415)-655-0001  
Access Code: 2304 565 7454#

**[Meeting Video Link](#)**

**Commissioners**

Avedisian	Magnan
Currey (VC)	Pane
DiBella (Ex-Officio)	Patel
Desai	Salemi
Drake	Steuber
Lester	Taylor (C)

**Quorum: 5**

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1. CALL TO ORDER
2. PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS
3. APPROVAL OF MEETING MINUTES OF SEPTEMBER 20, 2023
4. DISCUSSION RE: MATERNITY LEAVE
5. DISCUSSION RE: MARKET SURVEY OF SALARY LEVELS FOR EXEMPT & EXCLUDED EMPLOYEES
6. DISCUSSION RE: MANAGEMENT STUDY TO DETERMINE THE CURRENT STATUS OF THE MDC AS AN OPERATING ENTITY
7. DISCUSSION RE: CLIMATE STUDY TO DETERMINE HOW THE MDC ORGANIZATIONAL AND EMOTIONAL ENVIRONMENT IS PERCEIVED BY ITS EMPLOYEES AND STAFF
8. DISCUSSION RE: SENIOR STAFF SUCCESSION PLANNING
9. OPPORTUNITY FOR GENERAL PUBLIC COMMENTS
10. COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS
11. ADJOURNMENT

**PERSONNEL, PENSION AND INSURANCE COMMITTEE**

**The Metropolitan District**

555 Main Street, Hartford

September 20, 2023

Present: Commissioners Donald Currey, David Drake, Byron Lester, Dominic Pane, Bhupen Patel, Pasquale Salemi, Alvin Taylor and District Chairman William A. DiBella (9)

Remote

Attendance: Commissioner Dimple Desai (1)

Absent: Commissioner John Avedisian, Maureen Magnan, and David Steuber (3)

**Also**

**Present:** Commissioner Allen Hoffman  
Commissioner Jean Holloway  
Commissioner Jacqueline Mandyck  
Scott Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Kelly Shane, Chief Administrative Officer  
Christopher Levesque, Chief Operating Officer  
Robert Barron, Chief Financial Officer  
Jamie Harlow, Director of Human Resources  
David Ruttly, Director of Operations  
Tom Tyler, Director of Facilities  
Diana Phay, Treasury Manager  
Rita Kelley, Equal Employment Opportunity Officer  
Jeff King, Construction Manager  
Carrie Blardo, Assistant to the Chief Executive Officer  
Julie Price, Executive Assistant  
Amanda Litvak, IT Professional Level Associate (Remote Attendance)  
Ronni Rausch, Gallagher

**CALL TO ORDER**

Chairman Alvin Taylor called the meeting to order at 4:03 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

***On motion made by Commissioner Lester and duly seconded, the meeting minutes of August 22, 2023 were approved.***

**APPROVAL OF INSURANCE COVERAGE AND LIMITS**

Ronni Rausch, of Gallagher, presented to the Committee on the insurance coverage for 2023-2024. During the presentation and conversation about insurance coverage, Commissioner Currey asked, through PP&I Chairman Taylor, that District Counsel draft a letter to the City of Hartford regarding concerns about the dike.

To: Personnel, Pension and Insurance Committee

September 20, 2023

Pursuant to section B3h of the By-Laws of the District Board, the Personnel, Pension and Insurance Committee ("PPI") has full charge of all insurance and shall determine insurance coverage on all business and property of the District. PPI is authorized, within the limits of the budget as approved by the District Board, to determine the form and amount of insurance coverage.

Arthur J. Gallagher & Co. is the appointed insurance advisor/ broker of record for the District and provided recommendations for certain coverages and limits to PPI for acceptance and placement by the District as described more specifically in a summary document attached hereto.

It is therefore **RECOMMENDED** that it be:

**VOTED:** That the Personnel Pension and Insurance Committee approve insurance up to the coverages and limits as outlined in the attached document to this Resolution.

**RESOLVED:** The Personnel, Pension & Insurance Committee hereby approves and authorizes the placement of insurance up to the coverages and limits described in the document attached hereto and hereby incorporated;

**FURTHER**

**RESOLVED:** The final premium cost for environmental pollution liability coverage is still pending at the time of this approval, therefore staff is authorized to bind and place environmental pollution liability coverage at an average annual premium cost not to exceed \$200,000 and the total authorized premiums for all coverages shall not exceed \$2,201,589.

**FURTHER**

**RESOLVED:** The Personnel, Pension & Insurance Committee hereby authorizes and directs the Chief Executive Officer, or his designee, to sign and/or otherwise execute such documents or instruments as may be necessary to bind and place said coverages.

Respectfully Submitted,



Scott W. Jellison  
Chief Executive Officer

**Preliminary 2023-2024 Insurance Renewal  
AS OF 09.15.23**

Coverage	Coverage Details	2022-2023	2023-2024					
		Expiring	Current Quote			National Average	Regional Average	
		Premium	Premium	\$ VAR	% VAR	% VAR	% VAR	
<b>Workers Compensation</b>	<b>Coverage Details</b>	<b>Liberty Mutual</b>	<b>Liberty Mutual</b>					
Exposure - Payroll		\$ 44,001,165	\$ 46,345,830	\$ 2,344,665	5.3%	5.3%	5.3%	
Average Rate/\$100		\$ 0.2730	\$ 0.2730	\$ 0.0000	0.0%	0.0%	0.0%	
Premium	Limit - \$1,000,000 per	\$ 120,123	\$ 126,524	\$ 6,401	5.3%	5.3%	5.3%	
<b>Property</b>	<b>Coverage Details</b>	<b>Travelers</b>	<b>Travelers</b>					
Exposure - Total Insured Value		\$ 806,396,700	\$ 849,461,929	\$ 43,065,229	5.3%	5.3%	5.3%	
Average Rate/\$100		\$ 0.0706	\$ 0.0780	\$ 0.0074	10.5%	21.0%	15.5%	
Premium	Limit - \$750,000,000	\$ 569,713	\$ 662,675	\$ 93,062	16.3%	27.4%	21.6%	
<b>Excess General Liability including Law</b>	<b>Coverage Details</b>	<b>Travelers</b>	<b>Travelers</b>					
Exposure - Revenue		\$ 209,048,975	\$ 204,745,467	-\$ 4,303,508	-2.1%	-2.1%	-2.1%	
Average Rate/\$1,000		\$ 1.1736	\$ 1.2937	\$ 0.1201	10.2%	6.0%	5.8%	
Excess General Liability Premium	Limit - \$1,000,000 per	\$ 245,343	\$ 264,880	\$ 19,537	8.0%	3.8%	3.6%	
Exposure - Number of Officers		6	6	0	0.0%	0.0%	0.0%	
Average Rate/Officer		\$ 1,006.5000	\$ 1,139.0000	\$ 132.5000	13.2%	6.0%	5.8%	
Law Enforcement Premium	Limit - \$1,000,000 per	\$ 6,039	\$ 6,834	\$ 795	13.2%	6.0%	5.8%	
Total Premium		\$ 251,382	\$ 271,714	\$ 20,332	8.1%	3.9%	3.7%	
<b>Excess Auto Liability</b>	<b>Coverage Details</b>	<b>Travelers</b>	<b>Travelers</b>					
Exposure - Vehicle Count		299	285	-14	-4.7%	-4.7%	-4.7%	
Average Rate/Vehicle		\$ 424.7492	\$ 460.0175	\$ 35.2684	8.3%	8.0%	7.2%	
Premium	Limit - \$1,000,000 per	\$ 127,000	\$ 131,105	\$ 4,105	3.2%	2.9%	2.2%	
<b>Crime (Fidelity)</b>	<b>Coverage Details</b>	<b>Travelers</b>	<b>Travelers</b>					
Exposure - Employee Count		428	438	10	2.3%	2.3%	2.3%	
Average Rate/Employee		\$ 11.9252	\$ 12.3014	\$ 0.3761	3.2%	2.5%	2.7%	
Premium	Limit - \$1,000,000 per Claim	\$ 5,104	\$ 5,388	\$ 284	5.6%	4.9%	5.1%	
<b>Fiduciary Liability/Retirement</b>	<b>Coverage Details</b>	<b>Travelers</b>	<b>Travelers</b>					
Exposure - Plan Assets		\$ 337,411,150	\$ 316,446,028	-\$ 20,965,122	-6.2%	-6.2%	-6.2%	
Average Rate/\$1000		\$ 0.0562	\$ 0.0632	\$ 0.0070	12.4%	20.0%	20.0%	
Premium	Limit - \$3,000,000 per claim	\$ 18,971	\$ 20,005	\$ 1,034	5.5%	12.5%	12.5%	

Public Entity Liability/EPL	Coverage Details	Chubb	Chubb				
Exposure - Employee Count		428	438	10	2.3%	2.3%	2.3%
Average Rate/Employee		\$ 324.9299	\$ 345.0708	\$ 20.1409	6.2%	4.1%	3.5%
Premium	Limit - \$5,000,000 per Claim	\$ 139,070	\$ 151,141	\$ 12,071	8.7%	6.5%	5.9%
<b>Cyber Liability</b>		<b>Cowbell</b>	<b>Cowbell</b>				
Exposure - Revenue		\$ 209,048,975	\$ 204,745,467	-\$ 4,303,508	-2.1%	-2.1%	-2.1%
Average Rate/\$1,000		\$ 0.0826	\$ 0.0815	-\$ 0.0011	-1.3%	19.0%	24.1%
Premium	Limit - \$1,000,000	\$ 17,257	\$ 16,683	-\$ 574	-3.3%	16.6%	21.5%
<b>Excess Police Professional</b>		<b>Kinsale</b>	<b>Kinsale</b>				
Exposure - Number of Officers		6	6	0	0.0%	0.0%	0.0%
Average Rate/Employee		\$ 1,691.6667	\$ 1,691.6667	\$ 0.0000	0.0%	6.0%	5.8%
Premium	Limit - \$5,000,000 excess of	\$ 10,150	\$ 10,150	\$ 0	0.0%	6.0%	5.8%
<b>Pollution - 3 Year - Estimate</b>		<b>Zurich</b>	<b>Zurich</b>				
		2021-2023	2024-2026				
Premium	Limit - \$5,000,000 Each Pollution, \$10,000,000 Aggregate	\$ 171,912	\$ 189,103	\$ 17,191	10.0%	10.0%	10.0%
<b>Umbr/Excess Layer</b>		<b>Various</b>	<b>Various</b>				
Travelers	\$5M excess of \$1M	\$ 41,806	\$ 61,894	\$ 20,088	48.1%	11.0%	9.9%
Genesis FTS w/ give back for sudden &	\$5M excess of \$5M	\$ 101,826	\$ 107,935	\$ 6,109	6.0%	11.0%	9.9%
Hallmark replaced with Starstone	\$5M excess of \$10M	\$ 81,000	\$ 87,500	\$ 6,500	8.0%	11.0%	9.9%
AWAC (Allied World)	\$10M excess of \$15M	\$ 126,250	\$ 136,380	\$ 10,130	8.0%	11.0%	9.9%
Westchester - Reduced pricing ( <u>\$5,555</u> )	\$10M excess of \$25M		\$ 100,495				
Great American	\$15M excess of \$25M		\$ 112,000				
Great American	\$25M excess of \$25M	\$ 161,500	\$ 212,495	\$ 50,995	31.6%	11.0%	9.9%
Total Excess Tower Limit	\$50M excess of \$1M	\$ 512,382	\$ 606,204	\$ 93,822	18.3%	11.0%	9.9%
<b>TOTAL PREMIUM (includes 3-year Pollution)</b>		<b>\$ 1,943,064</b>	<b>\$ 2,190,792</b>	<b>\$ 247,728</b>	<b>12.7%</b>	<b>13.6%</b>	<b>11.6%</b>

District Chairman DiBella made motion to amend the resolution as shown in redline above. The motion to amend was seconded and the amendment passed by unanimous vote of those present.

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

*At 5:04pm Commissioner Currey requested a five minute recess. Without objection, the Personnel, Pension and Insurance Committee recessed.*

*At 5:09pm, the Personnel, Pension and Insurance Committee reconvened.*

**AFFIRMATIVE ACTION**

Rita Kelley, EEO Officer, gave an updated report on affirmative action.

**FIVE YEAR CENSUS OF MDC EMPLOYEES BY CLASS (UNION & EXEMPT)**

Director of Human Resources Jamie Harlow discussed the five-year census of MDC employees as shown below.

PPI MEETING- 9.20.2023 -MDC HEADCOUNT AND EMPLOYMENT ACTIONS- 5 YEAR CENSUS

Headcount by Year (as of January 1 <sup>st</sup> )		
Year	Headcount as of January 1st	Budgeted Positions
2018	473	489
2019	463	485
2020	472	479
2021	431	454
2022	420	438
2023	401	438

Headcount by Year (as of January 1 <sup>st</sup> )- by Union Affiliation							
	2018	2019	2020	2021	2022	2023	2023 (9.18.2023)
Local 0184	214	206	207	191	185	166	170
Local 1026	54	52	52	48	52	52	52
Local 3713	104	102	104	88	80	73	78
Non Union	101	103	109	104	103	110	112
<b>Grand Total</b>	<b>473</b>	<b>463</b>	<b>472</b>	<b>431</b>	<b>420</b>	<b>401</b>	<b>412</b>

Promotions by Year (Ethnic Origin and Gender)							
	2018	2019	2020	2021	2022	2023	Grand Total
Asian		2	1	1	4	1	9
Female		1			2	1	4
Male		1	1	1	2		5
Black or African American	3	5	2	3	2	2	17
Female	1	3	2			2	8
Male	2	2		3	2		9
Hispanic/Latino	1		1	1	2	2	7
Female			1		1	1	3
Male	1			1	1	1	4
White (Not Hispanic or Latino)	14	20	15	12	40	25	126
Female	2	5	3	1	9	4	24
Male	12	15	12	11	31	21	102
<b>Grand Total</b>	<b>18</b>	<b>27</b>	<b>19</b>	<b>17</b>	<b>48</b>	<b>30</b>	<b>159</b>

New Hires (Ethnic Origin and Gender)							
	2018	2019	2020	2021	2022	2023	Grand Total
Asian	1	2	2		1		6
Female	1		1				2
Male		2	1		1		4
Black or African American	3	4	1	1	2	7	18
Female	2	3			2	2	9
Male	1	1	1	1		5	9
Hispanic/Latino	1	1	1		2	1	6
Female			1				1
Male	1	1			2	1	5
Not Provided					2		2
Female					1		1
Male					1		1
White (Not Hispanic or Latino)	16	22	6	20	18	25	107
Female	5	4			2	4	15
Male	11	18	6	20	16	21	92
<b>Grand Total</b>	<b>21</b>	<b>29</b>	<b>10</b>	<b>21</b>	<b>25</b>	<b>33</b>	<b>139</b>

Separations (Ethnic Origin and Gender)							
	2018	2019	2020	2021	2022	2023	Grand Total
Asian		1	1			1	3
Female		1					1
Male			1			1	2
Black or African American	2	2	4		3	1	12
Female			3		1		4
Male	2	2	1		2	1	8
Hispanic/Latino		2	1	1	2		6
Female			1				1
Male		2		1	2		5
White (Not Hispanic or Latino)	7	4	4	6	12	7	40
Female	1			2	2	2	7
Male	6	4	4	4	10	5	33
<b>Grand Total</b>	<b>9</b>	<b>9</b>	<b>10</b>	<b>7</b>	<b>17</b>	<b>9</b>	<b>61</b>

Retirements (Ethnic Origin and Gender)							
	2018	2019	2020	2021	2022	2023	Grand Total
American Indian or Alaskan Native					1		1
Male					1		1
Asian			1				1
Male			1				1
Black or African American	1	1	3	3	1	2	11
Female	1			1			2
Male		1	3	2	1	2	9
Hispanic/Latino		2	3	1	1	2	9
Female			1			1	2
Male		2	2	1	1	1	7
White (Not Hispanic or Latino)	17	14	28	24	25	8	116
Female	1	2	6		3		12
Male	16	12	22	24	22	8	104
<b>Grand Total</b>	<b>18</b>	<b>17</b>	<b>35</b>	<b>28</b>	<b>28</b>	<b>12</b>	<b>138</b>

***Commissioner Desai exited the meeting (virtually) at 5:20 PM.***

### **JUNETEENTH APPROVAL AS AN OFFICIAL MDC HOLIDAY**

Staff and Commissioners discussed the possibility of adding Juneteenth as an official District Holiday.

***Commissioner Currey made a motion to refer adding Juneteenth as a holiday to the District Board. The motion passed by unanimous vote of those present.***

### **MATERNITY LEAVE**

Without objection, Commissioner Taylor postponed this discussion until the next meeting.

### **OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

Judy Allen, of West Hartford, mentioned the community education and training act and suggested that perhaps there are some government grants the MDC could look into to help pay for training staff. She also commented on Commissioner Taylor's statements that he knows where people can be found for hiring and hopes that he is sharing this information with staff. Lastly, she was concerned about comments made by Commissioner Taylor about discussing things with other Commissioners outside of the meeting because it sounds like there are discussions behind closed doors.

**COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS**

Commissioner Pane thanked Rita Kelley and Jamie Harlow, as well as all of HR,  
for their hard work.

**ADJOURNMENT**

The meeting was adjourned at 6:21 PM

ATTEST:

John S. Mirtle, Esq.  
District Clerk

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