

**JOURNAL
OF
THE PERSONNEL, PENSION & INSURANCE COMMITTEE
OF
THE METROPOLITAN DISTRICT
COMMISSION**

**FOR THE YEAR
2015**

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Office of the District Clerk

Membership of the District is made up of the City of Hartford and
The Towns of Bloomfield, Newington, Wethersfield, Windsor,
East Hartford, Rocky Hill and West Hartford

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MEMBERSHIP
OF
THE PERSONNEL, PENSION & INSURANCE COMMITTEE
2015

ALVIN E. TAYLOR Chairman, Personnel, Pension and Insurance Committee
RAYMOND SWEZY Vice Chairman, Personnel, Pension and Insurance Committee

DANIEL CAMILLIERE	J. LAWRENCE PRICE
DONALD CURREY	ALBERT F. REICHIN
TIMOTHY CURTIS	PASQUALE J. SALEMI
JOSEPH KLETT	RAYMOND SWEZY
MAUREEN MAGNAN	ALVIN E. TAYLOR
THEA MONTANEZ	

MINUTES

OF

MEETINGS OF THE PERSONNEL, PENSION & INSURANCE COMMITTEE

HELD IN 2015

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Thursday, January 15, 2015**

Present: Commissioners Maureen Magnan, Thea Montanez, J. Lawrence Price, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (8)

Absent: Commissioners Daniel Camilliere, Donald Currey, Timothy Curtis and Joseph Klett (4)

Also

Present: Scott W. Jellison, Deputy Chief Executive Officer, Engineering & Operations
John M. Zinzarella, Deputy CEO, Business Services
Christopher R. Stone, Assistant District Counsel
Brendan Fox, Assistant District Counsel
John S. Mirtle, District Clerk
Kelly Shane, Director of Procurement
Erin Ryan, Director of Human Resources
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant
John Galiette, Reid & Reige
John Jacobson, Reid & Reige

CALL TO ORDER

Chairman Taylor called the meeting to order at 5:30 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of December 1, 2014 and December 15, 2014 were approved.

Commissioners Magnan and Reichin abstained.

**MODIFICATION OF THE MDC ELIGIBLE 457(B) GOVERNMENTAL
DEFERRED COMPENSATION PLAN**

TO: Personnel, Pension and Insurance Committee for consideration on January 15, 2015

WHEREAS, The Metropolitan District (the "Employer") maintains The Metropolitan District Commission Eligible 457 Governmental Deferred Compensation Plan for the benefit of its employees; and

WHEREAS, it is desirable that The Metropolitan District Commission Eligible 457 Governmental Deferred Compensation Plan be amended and restated; and

WHEREAS, it is desirable that the Personnel, Pension and Insurance Committee (the "PPI Committee") of the District Board of the Employer adopt the amendment and restatement of The Metropolitan District Commission Eligible 457 Governmental Deferred Compensation Plan in the form presented to this meeting.

NOW, THEREFORE, BE IT

RESOLVED: That the PPI Committee does hereby adopt The Metropolitan District Commission Deferred Compensation Plan (the "457(b) Plan") in substantially the form presented to this meeting, together with any modifications that are determined by counsel for the Employer to be necessary or desirable to effectuate the intention of the 457(b) Plan and to comply with the requirements of the Internal Revenue Code of 1986, as amended; and further

RESOLVED: That the chief executive officer of the Employer or any other officer designated by him be, and each of them hereby is, authorized and empowered, for and on behalf of the Employer, to take any and all actions which may be necessary or desirable to effectuate the intention of the foregoing resolution.

Respectfully Submitted,

Charles P. Sheehan
Chief Executive Officer

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

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

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

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

WHEREAS, it is desirable that Appendix A of the 457(f) Plan be amended in order to extend eligibility to participate in the 457(f) Plan to R. Bartley Halloran.

NOW, THEREFORE, BE IT

RESOLVED: That the PPI Committee does hereby adopt Amendment No. 1 to the 457(f) Plan in substantially the form presented to this meeting, together with any modifications that are determined by counsel for the Employer to be necessary or desirable to effectuate the intention of the 457(f) Plan and to comply with the requirements of the Internal Revenue Code of 1986, as amended; and further

RESOLVED: That the chief executive officer of the Employer or any other officer designated by him be, and each of them hereby is, authorized and empowered, for and on behalf of the Employer, to execute Amendment No. 1 to the 457(f) Plan and to take any and all other actions which may be necessary or desirable to effectuate the intention of the foregoing resolution.

Respectfully Submitted,

Charles P. Sheehan
Chief Executive Officer

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

ADJOURNMENT

The meeting was adjourned at 5:44 PM

ATTEST:

A handwritten signature in black ink, appearing to read "John Mirtle".

John S. Mirtle, Esq.
District Clerk

February 11, 2015

Date Approved

**PENSION FUND TRUSTEE SUBCOMMITTEE OF THE
PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Wednesday, February 11, 2015**

Present: Commissioners J. Lawrence Price and Alvin E. Taylor (2)

Absent: Commissioner Albert F. Reichin (1)

**Also
Present:** John S. Mirtle, District Clerk
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Taylor called the meeting to order at 4:05 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF THE 2014 PENSION PLAN TRUSTEE REPORT

To: Pension Trustee Subcommittee for consideration on February 11, 2015

District staff have compiled and prepared a Pension Plan Trustee Report reflecting account balances of the pension fund as of December 31, 2014. The Trustee Report is enclosed and requires the signature of the individual members of the Pension Trustee Subcommittee of the Personnel, Pension and Insurance Committee.

Be It Hereby Resolved that the Pension Trustee Subcommittee of the Personnel, Pension and Insurance Committee hereby approve the Pension Plan Trustee Report dated December 31, 2014.

Respectfully Submitted,

Chief Executive Officer
Scott Jellison

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

ADJOURNMENT

The meeting was adjourned at 4:06 PM

ATTEST:


John S. Mirtle,
District Clerk

October 21, 2015

Date Approved

Metropolitan District Pension Plan
 Trustee Report
 12/31/2014

Manager	Asset Class	Value	Percent of Portfolio
Wellington LC	Equity Large Cap	\$90,146,685	47.78%
Wellington SC	Equity Small Cap	\$22,932,635	12.15%
Wellington IE	International Equity	\$19,982,623	10.59%
Wellington Fixed Income	Fixed Income Global	\$23,313,667	
Aetna	Fixed Income Domestic	\$26,468,256	
Total Fixed Income		\$49,781,923	26.39%
Cash	Cash	\$2,769,023	1.47%
Land	Land	\$3,060,000	1.62%
Total Portfolio		\$188,672,894	
		Target Return	7.5%

1 Year Return	3 year Return	5 Year Return
14.9%	23.8%	17.2%

1 Year Return	3 year Return	5 Year Return
-3.4%	12.0%	6.5%

1 Year Return	3 year Return	5 Year Return
-0.8%	-1.2%	2.2%

1 Year Return	3 year Return	5 Year Return
5.5%	5.6%	5.8%

 Date

2.11.2015
 Alvin E. Taylor

2.11.2015
 Albert F. Reichin

2.11.2015
 Lawrence J. Price

 Trustee

 Signature

 Date

2.11.2015
 Alvin E. Taylor

2.11.2015
 Albert F. Reichin

2.11.2015
 Lawrence J. Price

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Wednesday, February 11, 2015**

Present: Commissioners Donald Currey, Joseph Klett, Thea Montanez, J. Lawrence Price, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (7)

Absent: Commissioners Daniel Camilliere, Timothy Curtis, Maureen Magnan, Albert F. Reichin and Pasquale J. Salemi (5)

Also

Present: Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy CEO, Business Services
R. Bartley Halloran, District Counsel
Christopher R. Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Sue Negrelli, Director of Engineering
Gerald J. Lukowski, Director of Operations
Kelly Shane, Director of Procurement
Erin Ryan, Director of Human Resources
Stanley Pokora, Manager of Treasury
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Taylor called the meeting to order at 4:10 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of January 15, 2015 were approved.

PENSION PLAN INVESTMENT MANAGER SELECTION

To: Personnel, Pension and Insurance Committee for consideration on February 11, 2015

In an October 8, 2014 resolution, the Personnel, Pension and Insurance Committee authorized DAHAB Associates, with oversight by staff, to conduct an Investment Manager Search for The Metropolitan District Pension Plan. DAHAB Associates, with the assistance of staff, issued a Request for Proposals (RFP) for investment managers for all asset classes. Following an initial screening of the responses, a list of qualified investment managers was presented to the Pension Investment Subcommittee for review and the Subcommittee will hereby report its recommendations.

Be It Hereby Resolved that the Personnel, Pension and Insurance Committee select the following Investment Managers to manage the asset classes at the appropriate allocation below:

<u>ASSET CLASS</u>	<u>INVESTMENT MANAGER</u>	<u>ALLOCATION</u>
Large Cap	Wellington	30% of the Fund
Mid Cap	Rhumbline Advisers	10% of the Fund
Small Cap	Wellington	10% of the Fund
International Equity	Lazard Asset Management	10% of the Fund
Global Fixed Income	Goodwin Capital Advisers	12.5% of the Fund
Timber	Forest Investment Associates	5% of the Fund
Real Estate	Cornerstone Real Estate Advisors	\$5,000,000 each
	Intercontinental Real Estate	
	Madison Realty Capital	

Be It Hereby Resolved That DAHAB Associates be authorized, with oversight by staff, to negotiate contract terms with the approved Investment Managers subject to the execution of a written agreement prepared and approved by District Counsel as to form and content, reflecting the scope of services, reporting requirements and such other terms and conditions as District Counsel may specify.

Respectfully Submitted,

Chief Executive Officer
Scott Jellison

Commissioner Sweezy moved to amend the resolution as follows:

Be It Hereby Resolved that the Personnel, Pension and Insurance Committee select the following Investment Managers to manage the asset classes at the appropriate allocation below:

<u>ASSET CLASS</u>	<u>INVESTEMENT MANAGER</u>	<u>ALLOCATION</u>
Large Cap	Wellington	30% of the Fund
Mid Cap	Rhumbline Advisers	10% of the Fund
Small Cap	Wellington	10% of the Fund
International Equity	Lazard Asset Management	10% of the Fund
Global Fixed Income	Goodwin Capital Advisers	12.5% of the Fund
Timber	Forest Investment Associates	5% of the Fund
Real Estate	Cornerstone Real Estate Advisors Intercontinental Real Estate Madison Realty Capital	<u>7.5% of the Fund</u>

Be It Hereby Resolved That DAHAB Associates be authorized, with oversight by staff, to negotiate contract terms with the approved Investment Managers subject to the execution of a written agreement prepared and approved by District Counsel as to form and content, reflecting the scope of services, reporting requirements and such other terms and conditions as District Counsel may specify.

The proposed amendment was duly seconded.

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

THE REPLACEMENT OF THE MANAGER OF THE PENSION FUND LAND LLC

This agenda item was postponed until a later date.

DISCUSSION RE: COLLECTIVE BARGAINING AGREEMENT NEGOTIATIONS**EXECUTIVE SESSION**

At 4:25 P.M., Chairman Taylor requested an executive session to discuss the petition for disability retirement.

On motion made by Commissioner Currey and duly seconded, the Personnel, Pension & Insurance Committee entered into executive session to discuss collective bargaining agreement negotiations.

Those in attendance during the executive session:

Commissioners Donald Currey, Joseph Klett, Thea Montanez, J. Lawrence Price, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella; Attorneys R. Bartley Halloran, Christopher R. Stone, Erin Ryan; Scott Jellison and John Zinzarella.

RECONVENE

At 5:03 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Sweezy and duly seconded, the Committee came out of executive session and reconvened. No formal action was taken.

ADJOURNMENT

The meeting was adjourned at 5:05 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

February 25, 2015

Date Approved

**JOINT MEETING OF THE
PERSONNEL, PENSION & INSURANCE COMMITTEE
AND BOARD OF FINANCE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Wednesday, February 11, 2015**

PRESENT: Personnel, Pension & Insurance Committee:
Commissioners Donald Currey, Thea Montanez, J. Lawrence Price,
Raymond Sweezy, Alvin Taylor and District Chairman William A.
DiBella (6)

Board of Finance:
Commissioners Luis Caban, Allen Hoffman; Citizen Members Ron
Angelo and Richard Mulready and District Chairman William A.
DiBella (5)

ABSENT: Commissioner Timothy Curtis, Joseph Klett, William P. Horan,
Maureen Magnan, Albert F. Reichin, Pasquale J. Salemi; Citizen
Members William Cibes, Martin B. Courneen and Linda King-Corbin
(9)

ALSO

PRESENT: Scott W. Jellison, Chief Executive Officer
John Zinzarella, Deputy Chief Executive Officer, Business Services
R. Bartley Halloran, District Counsel
Christopher Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Rob Constable, Manager of Budgeting and Analysis
Sue Negrelli, Director of Engineering
Gerald J. Lukowski, Director of Operations
Kelly Shane, Director of Procurement
Erin Ryan, Director of Human Resources
Stanley Pokora, Manager of Treasury
Kerry Martin, Assistant to the CEO
Cynthia A. Nadolny, Executive Assistant
Bob Devito, Lockton

CALL TO ORDER

Commissioner Taylor, Chairperson of the Personnel,
Pension and Insurance Committee called the meeting to
order at 5:11 P.M.

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

DISCUSSION RE: IMPLICATIONS OF THE AFFORDABLE CARE ACT

Erin Ryan, Director of Human Resources, introduced Bob Devito of Lockton to brief the Personnel, Pension and Insurance Committee and the Board of Finance on the implications of the Affordable Care Act.

ADJOURNMENT

The meeting was adjourned at 5:31 P.M.

ATTEST:


John S. Mirtle, Esq.
District Clerk

February 25, 2015

Date of Approval

**PENSION FUND TRUSTEE SUBCOMMITTEE OF THE
PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Wednesday, February 25, 2015**

Present: Commissioners Albert F. Reichin, and Alvin E. Taylor (2)

Absent: Commissioner J. Lawrence Price (1)

Also

Present: Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
R. Bartley Halloran, District Counsel
Gerald J. Lukowski, Director of Operations
Kelly Shane, Director of Procurement
Rob Constable, Manager of Budgeting and Analysis
Carol Fitzgerald, Acting Director of Finance
John S. Mirtle, District Clerk
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Taylor called the meeting to order at 3:48 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

REPLACEMENT OF THE MANAGER OF THE PENSION FUND LAND LLC

To: Pension Trustee Subcommittee for consideration on February 25, 2015

Be it hereby resolved that the "The Trust of the Retirement Plan for Employees of the Metropolitan District," as the sole member of the Connecticut limited liability company known as "Pension Fund Land, LLC," acting by and through Alvin Taylor, Albert Reichin, and Lawrence Price, appointed members of a subcommittee serving as Trustee, pursuant to Article 5.3 of the Operating Agreement of said LLC, hereby removes Gallagher Fiduciary Advisors, LLC as the Manager of the LLC, and does hereby elect James P. Sandler, Esquire, of Bloomfield, Connecticut as Manager of the LLC to serve in such capacity until his successor is duly elected and qualified.

Respectfully Submitted,

Chief Executive Officer
Scott Jellison

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

ADJOURNMENT

The meeting was adjourned at 3:54PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

October 21, 2015

Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Wednesday, February 25, 2015**

Present: Commissioners Daniel Camilliere, Donald Currey, Timothy Curtis, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (8)

Absent: Commissioners Joseph Klett, Maureen Magnan, Thea Montanez, and J. Lawrence Price (4)

Also

Present: Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy CEO, Business Services
R. Bartley Halloran, District Counsel
John S. Mirtle, District Clerk
Gerald J. Lukowski, Director of Operations
Kelly Shane, Director of Procurement
Stanley Pokora, Manager of Treasury
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Taylor called the meeting to order at 4:35 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of February 11, 2015 and the Joint Meeting Minutes of February 11, 2015 were approved. Commissioners Camielliere, Reichin and Curtis abstained.

457(b) PLAN MODIFICATION

TO: Personnel, Pension and Insurance Committee for consideration on February 25, 2015

Staff is recommending that the 457(b) Plan be modified to include changes recommended by the financial advisor hired to conduct a due diligence report of the funds offered by the Plan. These changes will reduce the number of funds offered in the plan, based on the "best in class" recommendations from the financial advisor.

A thorough review of this petition was conducted prior to advancing this recommendation for action, including consultation with the members of the 457(b) Committee and the financial advisor hired by the Plan.

Therefore, staff is recommending that the 457(b) Plan be modified to include the above listed changes.

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

VOTED: That the Personnel Pension and Insurance Committee approve passage of the following resolution:

RESOLVED: That the 457(b) Plan be modified to include changes to funds as recommended by the Plan advisor.

Respectfully Submitted,

Scott Jellison
Chief Executive Officer

Inv Option Code	Fund Deletions	Share Class	Inv Option Code	Proposed / Map to	Share Class
1B	Hartford Total Return Bond	IA	GX	Western Asset Core Bond	FI
2U	Janus Balanced	T	1L	Hartford Balanced HADAX	IA
2P	American Century Value	INV	1C	Hartford Dividend & Growth	IA
QK	Invesco Diversified Dividend	INV	1C	Hartford Dividend & Growth	IA
2J	Fidelity Advisor Growth and Income	T	4R	PIMCO Stock Plus Absolute Return	A
1J	Hartford Capital Appreciation	IA	4R	PIMCO Stock Plus Absolute Return	A
1E	Hartford Stock	IA	4R	PIMCO Stock Plus Absolute Return	A
1O	American Century Ultra	INV	UD	Hartford Growth Opp	IA
1R	Fidelity Advisor Growth Opp	T	UD	Hartford Growth Opp	IA
5T	MFS Massachusetts Investors Growth Stock	A	UD	Hartford Growth Opp	IA
Q8	Clearbridge Mid Cap Core	A	4Z	Fidelity Advisor Leveraged Co Stock FLSTX	T
LT	Artisan Mid Cap Investors	INV	2Q	Hartford Mid Cap	IA
3W	Janus Enterprise	T	2Q	Hartford Mid Cap	IA
		ZN		Invesco Small cap Value A VSCAX	A
B7	Goldman Sachs Small Cap Value	A	2H	Amg Managers Skyline Special Equities	
4U	Oppenheimer Global	A	3P	Hartford Global	IA
6A	American Century International Growth	INV	KX	Artisan International Investor	INV
2E	Putnam International Growth	A	KX	Artisan International Investor	INV
4E	Hartford Healthcare	IA	4R	PIMCO Stock Plus Absolute Return	A
5L	Invesco Technology	INV	4R	PIMCO Stock Plus Absolute Return	A

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

THE REPLACEMENT OF THE MANAGER OF THE PENSION FUND LAND LLC

To: Personnel, Pension & Insurance Committee for consideration on February 25, 2015

Be it hereby resolved that the "The Trust of the Retirement Plan for Employees of the Metropolitan District," as the sole member of the Connecticut limited liability company known as "Pension Fund Land, LLC," acting by and through Alvin Taylor, Albert Reichin, and Lawrence Price, appointed members of a subcommittee serving as Trustee, pursuant to Article 5.3 of the Operating Agreement of said LLC, hereby removes Gallagher Fiduciary Advisors, LLC as the Manager of the LLC, and does hereby elect James P. Sandler, Esquire, of Bloomfield, Connecticut as Manager of the LLC to serve in such capacity until his successor is duly elected and qualified.

Respectfully Submitted,

Chief Executive Officer
Scott Jellison

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

ADJOURNMENT

The meeting was adjourned at 4:44 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

March 2, 2015

Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Monday, March 2, 2015**

Present: Commissioners Daniel Camilliere, Donald Currey, Joseph Klett, Maureen Magnan, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (8)

Absent: Commissioners Timothy Curtis, Thea Montanez, J. Lawrence Price and Albert F. Reichin (4)

Also Present: Scott W. Jellison, Chief Executive Officer
John M. Zinarella, Deputy CEO, Business Services
R. Bartley Halloran, District Counsel
Christopher R. Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Gerald J. Lukowski, Director of Operations
Sue Negrelli, Director of Engineering
Erin Ryan, Director of Human Resources
Kelly Shane, Director of Procurement
James Masse, Network Analyst
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant
Jessica Coelho, President of Local 3713 AFSCME

CALL TO ORDER

Chairman Taylor called the meeting to order at 5:03 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Camilliere and duly seconded, the meeting minutes of February 25, 2015 were approved.

Commissioners Magnan abstained.

Without objection, Agenda Items 4A “Business Systems and Security Administrator” and 4B “Manager of Information Systems” were consolidated and considered together.

JOB CLASSIFICATION REVISION BUSINESS SYSTEMS AND SECURITY ADMINISTRATOR

TO: Personnel, Pension and Insurance Committee for consideration on March 2, 2015

Staff is recommending that the Classification Plan be amended to include the new position of *Business Systems and Security Administrator* with a proposed value of EE-14 (annual range \$83,124 to \$108,061). The creation of this position will provide oversight and management of the District's information systems and security protocols which will contribute to ensuring the optimal performance of the District's information technology platform.

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

Therefore, staff is recommending that the classification system be amended to reflect the modification of the *Business Systems and Security Administrator* position and assign the classification a value of EE-14.

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

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

RESOLVED: That the classification system be amended to reflect the modification of the *Business Systems and Security Administrator* position and assign this classification a value of EE-14.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: BUSINESS SYSTEMS AND SECURITY ADMINISTRATOR

JOB SUMMARY

The purpose of this classification is to perform professional administrative work involving the study, analysis and security of administrative systems and business operations for the purpose of managing and overseeing the security of information systems, business solutions, management tools, and policies and procedures to improve efficiency and effectiveness. Duties include analyzing management operations, procedures and production, recommending improvements in problems discovered, and coordinating programs and the implementation of improvements in them; and develops, administers and reports on assigned budgets. Classification typically reports to a Manager.

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.

- Manages and maintains a security program for all IS systems. Oversees all administrative rights and credentials, organizes and maintains records, provides user and document permissions, and provides user system training.
- Creates workflows for IS projects and provides management information relating to IS capital improvement projects as assigned.
- Compiles information; prepares a variety of records and reports.
- Performs special assignments, as directed; researches management problems or new areas of management involvement; drafts and presents recommendations; and prepares and presents special reports.
- Attends training sessions, seminars, and staff meetings; and provides training to other District staff as assigned.

SUPERVISION RECEIVED

Classification typically reports to the Manager of Information Services

MINIMUM QUALIFICATIONS

Bachelor's degree in information systems , or a related field, supplemented by three (3) years previous experience and/or training involving analysis of business systems and the use of common network, database and/or security management of systems; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUIREMENTS

None.

PERFORMANCE APTITUDES (KNOWLEDGE, SKILLS, AND ABILITIES)

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to apply principles of persuasion and/or influence.

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, and/or advisory 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 with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; and may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

JOB CLASSIFICATION REVISION MANAGER OF INFORMATION SYSTEMS

TO: Personnel, Pension and Insurance Committee for consideration on March 2, 2015

Staff is recommending that the Classification Plan be amended to include the new position of *Manager of Information Systems* with a proposed value of EE-19 (annual range \$101,664 to \$142,330). The creation of this position will provide leadership for information system staff and assist in managing resources to ensure optimal performance of the District's information technology platform.

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

Therefore, staff is recommending that the classification system be amended to reflect the modification of the *Manager of Information Systems* position and assign the classification a value of EE-19.

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

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

RESOLVED: That the classification system be amended to reflect the modification of the *Manager of Information Systems* position and assign this classification a value of EE-19.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: **MANAGER OF INFORMATION SERVICES**

JOB SUMMARY

This is a highly responsible managerial level position. The purpose of this classification is to provide technical expertise and direct management of core enterprise Information Systems (IS) and services including business applications, financial data processing, hardware and software services, network applications, communication systems, internet and web site, and management of other administrative areas as may be assigned by executive staff.

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.

- Participates in design and delivery of the operational management processes of the organization as a member of the Business Services management team to foster leadership innovation and prioritization of information system applications.
- Assists in directing the development and application of information technology hardware and software to meet District management, budget, engineering and operational needs.
- Plans, manages and directs the staff, resources and operations of the District's IS departments and functions. Manages the development, implementation and maintenance of all IS and communication systems including telephones, cell phones and PDAs.

- Plans, directs and coordinates the technological development, operation, and maintenance of the District IS, including system analysis, programming, hardware installation and software applications and prepares systems maintenance schedules and oversees its implementation; assures continuous delivery of IS services through monitoring of IS performance; directs the development and execution of a comprehensive disaster recovery and business continuity plan.
Coordinates approved IS development and upgrade projects; coordinates and facilitates consultation with user departments; collaborates with process owners in defining business and system requirements for new technology implementations; monitors project status and progress; and provides training for users and reports progress. Assists in developing department goals and objectives; develops operating procedures; establishes work plans, priorities and assignments; sets department performance goals; monitors operations and department performance; ensures compliance with applicable laws and regulations; evaluates department effectiveness and efficiency; and implements changes to improve performance.
- Manages District IS resources including equipment, develops business case justifications and cost/benefit analyses for IS spending; develops and manages department operating and capital budgets; identifies opportunities for cost-effective investments in IS systems including staffing, sourcing, purchasing and in-house development and maintains appropriate user licenses.
- Supervises IS staff; assigns work; establishes performance expectations; provides training and employee development; provides guidance and advice regarding difficult IS issues; enforces safe work practices; evaluates employee performance; counsel employees; administers union contract language, oral and written warnings and suspensions; and recommends higher level discipline and other personnel actions, such as reclassifications.
- Reviews hardware and software acquisition and maintenance contracts; pursues master agreements to capitalize on economies of scale; and represents the District and its IS issues to vendors and contractors.
- Directs the development of the operating and capital budget and presents budget requests to the Board of Finance. Directs assigned departments expenditures with fund allocations and approves fund transfers for Finance department and Board of Finance consideration.
- Prepares and/or reviews project reports, statistical analyses, project tracking records, correspondence, and other operational and administrative documents.
- Performs special assignments and duties as assigned.

SUPERVISION RECEIVED

Works under the general direction of the Director of Information Services.

MINIMUM QUALIFICATIONS

Bachelor's degree in management information systems, computer science or a related field; master's degree in related field preferred; supplemented by minimum of five (5) years of progressively responsible IS technical management experience including specific experience in Microsoft Applications and database and network management including three (3) years at the management level; or any equivalent combination of education,

training, and experience, substituting on a year-for-year basis, which provides the requisite knowledge, skills, and abilities for this classification.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

PERFORMANCE APTITUDES

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

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

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize synthesis data and information, as well as reference, descriptive, design, advisory, and consulting data and information as applicable.

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

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

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

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge and ability to manage information technology information systems and software including the ability to manage Outlook, Desktop, SAP and Oracle applications.
- Knowledge of business theory, business processes, strategic planning, management, finance and budgeting, and business office operations.
- Knowledge and exposure to data processing, hardware platforms, enterprise software applications and outsources systems.
- Knowledge of and ability to manage information technology integrations in the District.
- Knowledge of contracting, negotiating and change management.
- Ability to communicate orally and in writing and to lead others.
- Ability to develop and administer policies and procedures at the management level.
- Ability to manage the work of IT-related departments through direct reports.

- Extensive skills to build trust and personal accountability, and the ability to establish and maintain effective working relationships with District staff, contractors, consultants and customers. Demonstrated competencies include: technical knowledge and abilities; accountability, team building and staff development; planning and organizational skills, astute judgment and decision-making, integrity, commitment to diversity and the ability to function well in a multicultural environment.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

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

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

On motion made by Commissioner Sweezy and duly seconded, the reports for resolutions 4A “Business Systems and Security Administrator” and 4B “Manager of Information Systems” were received and the resolutions adopted by unanimous vote of those present.

ADJOURNMENT

The meeting was adjourned at 5:09 PM

ATTEST:



John S. Mirtle, Esq.
District Clerk

June 1, 2015

Date Approved

**INVESTMENT SUBCOMMITTEE
PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Tuesday, April 21, 2015**

Present: Commissioners J. Lawrence Price and Raymond Sweezy (2)

Absent: Commissioner Alvin E. Taylor (1)

Also

Present: Commissioner Andrew S. Adil
Commissioner Mark A. Pappa
Scott W. Jellison, Chief Executive Officer
John M. Zinarella, Deputy Chief Executive Officer, Business Services
Christopher R. Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Stanley Pokora, Manager of Treasury
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Commissioner Sweezy called the meeting to order at 4:09 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

*On motion made by Commissioner Price and duly seconded,
the meeting minutes of December 15, 2014 were approved.*

REPORT RE: PENSION PLAN ASSETS AS OF MARCH 31, 2015

*David Lee of Dahab Associates presented a report on
the Pension Plan assets as of March 31, 2015.*

REPORT RE: UPDATE ON INVESTMENT MANAGER SEARCH AND CONTRACTS

*John Zinzarella, Deputy Chief Financial Officer,
presented a report on the investment manager search.*

ADJOURNMENT

The meeting was adjourned at 5:45PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

September 2, 2015

Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
231 Brainard Road, Hartford
Monday, June 1, 2015**

Present: Commissioners Daniel Camilliere, Donald Currey, Joseph Klett, J. Lawrence Price, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (9)

Absent: Commissioners Timothy Curtis, Maureen Magnan and Thea Montanez (3)

Also

Present: Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy CEO, Business Services
R. Bartley Halloran, District Counsel
Christopher R. Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Gerald J. Lukowski, Director of Operations
Sue Negrelli, Director of Engineering
Erin Ryan, Director of Human Resources
Rob Constable, Director of Finance
Stanley Pokora, Manager of Treasury
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

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

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of March 2, 2015 were approved.

Commissioners Price and Reichin abstained.

THIRD PARTY ADMINISTRATOR FOR OVER 65 MEDICARE SUPPLEMENT PLAN – Report 4.

TO: Personnel, Pension and Insurance Committee for consideration on June 1, 2015

Staff is recommending that the Personnel Pension and Insurance Committee enter into an agreement with Insurance Programmers, Inc ("IPI") to administer the over-65 Medicare supplement plan for retirees and dependents of the Metropolitan District. The District is acting under advice from its employee benefits consultant, as IPI will be able to provide a higher level of service at a lower cost than the current third party administrator.

Therefore, staff is recommending that the Personnel Pension and Insurance Committee authorize the Chief Executive Officer or his designee to enter into a contract with IPI to serve as the third party administrator for the over-65 Medicare supplement plan.

It is therefore **RESOLVED** that:

VOTED: That the Personnel Pension and Insurance Committee adopt the following:

RESOLVED: That the third party administrator for the over-65 Medicare supplement plan be changed to IPI.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

Commissioner Salemi entered the meeting at 4:19 PM.

REVIEW OF PROPERTY, CASUALTY AND GENERAL LIABILITY INSURANCE – Report 5.

Fred Tanguay, from People's United Financial Inc. RC Knox Division, briefed the committee on the District's property, casualty and general liability insurance.

DISCUSSION: PENSION ADVISOR SELECTION – Report 6.

John Zinzarella, Deputy CEO, Business Services, briefed the committee on the Pension Advisor Selection.

DISCUSSION: PENSION CUSTODIAN TRUSTEE – Report 7.

John Zinzarella, Deputy CEO, Business Services, briefed the committee on the Pension Custodian Trustee.

ADJOURNMENT

The meeting was adjourned at 4:38 PM

ATTEST:



John S. Mirtle, Esq.
District Clerk

June 29, 2015

Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
231 Brainard Road, Hartford
Monday, June 29, 2015**

Present: Commissioners Daniel Camilliere, Joseph Klett, Thea Montanez, J. Lawrence Price, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (7)

Absent: Commissioners Donald Currey, Timothy Curtis, Maureen Magnan, Albert F. Reichin, and Pasquale J. Salemi (5)

Also

Present: Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy CEO, Business Services
Christopher R. Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Erin Ryan, Director of Human Resources
Rob Constable, Director of Finance
Robert Schwarm, Director of Information Technology
Stanley Pokora, Manager of Treasury
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Taylor called the meeting to order at 4:07 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of June 1, 2015 were approved.

PENSION INVESTMENT CONSULTING SERVICES

To: Personnel, Pension & Insurance Committee

From: Pension Investment Subcommittee

June 29, 2015

The Chairman of the Personnel, Pension and Insurance Committee, appointed a subcommittee which was charged to interview three finalists who responded to the District's Request for Proposal 2015R-10 Pension Investment Consulting Services. As a result of conducting interviews on June 12, 2015 with the three finalists and scoring each firm based upon their presentations and proposals, it is the recommendation of the sub-committee that Dahab Associates, Inc. be awarded the contract to represent the District as Pension Investment Consultant.

Resolved: That the Chief Executive Office of the Metropolitan District be authorized to enter into an agreement with the firm of Dahab Associates, based upon the approved fee schedule for a period of three (3) years with an option to extend for two (2) additional one (1) year periods and

Further

Resolved: That DAHAB Associates be authorized, with oversight by staff, to issue a Request for Qualifications/Proposals (RFQP) for a Pension Custodial Trustee for the MDC Pension Plan Investments. Upon review of the responses, a list of qualified candidates will be presented to the Personnel, Pension & Insurance Committee for final selection of the Pension Custodial Trustee.

Respectfully submitted,

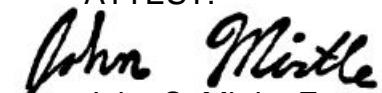
Scott W. Jellison
Chief Executive Officer

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

ADJOURNMENT

The meeting was adjourned at 4:27 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

July 13, 2015

Date Approved

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

231 Brainard Road, Hartford

Monday, July 13, 2015

Present: Commissioners Donald Currey, Timothy Curtis, Joseph Klett, Maureen Magnan, J. Lawrence Price, Albert F. Reichin, Pasquale J. Salemi Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (10)

Absent: Commissioners Daniel Camilliere (1)

Also

Present: Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy CEO, Business Services
Christopher R. Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Sue Negrelli, Director of Engineering
Erin Ryan, Director of Human Resources
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Rob Constable, Director of Finance
Stanley Pokora, Manager of Treasury
Robert Zaik, Manager of Labor Relations
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

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

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Reichin and duly seconded, the meeting minutes of June 29, 2015 were approved.

Commissioner Curtis entered the meeting at 4:16PM

EXECUTIVE SESSION

At 4:06 P.M., Chairman Taylor requested an executive session to discuss the ratification of collective bargaining agreements for Local 184, ratification of collective bargaining agreements for Local 1026 and negotiations with Local 3713.

On motion made by Commissioner Price and duly seconded, the Personnel, Pension & Insurance Committee entered into executive session to discuss ratification of collective bargaining agreements for Local 184, ratification of collective bargaining agreements for Local 1026 and negotiations with Local 3713.

Those in attendance during the executive session:

Commissioners Donald Currey, Timothy Curtis, Joseph Klett, Maureen Magnan, J. Lawrence Price, Albert F. Reichin, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella; Attorney Christopher R. Stone; Scott Jellison and John Zinzarella; Erin Ryan and Bob Zaik.

RECONVENE

At 4:48 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Reichin and duly seconded, the Committee came out of executive session and reconvened. No formal action was taken.

RATIFICATION OF COLLECTIVE BARGAINING AGREEMENTS – LOCAL 184

TO: Personnel, Pension and Insurance Committee for consideration on July 13, 2015.

The management negotiation team started contract negotiations with all three of the affiliated units of COUNCIL 4, AFSCME, in Fall of 2014. Attached is the tentative agreement reached with Local 184. Local 184, as the largest bargaining unit, represents the operational and maintenance employees.

The key elements of this tentative agreement with Local 184 include:

- Medical Premium Share increases to 15% of Cost for existing employees with a proviso for new employees contributing three percent higher than existing employees;
- Elimination and combination of key job titles to facilitate a more generic approach – the action will provide ease in assignments while saving overtime monies;
- Four year term (January 1, 2015, through December 31, 2018);
- Greater OPEB contributions for new employees, increasing from 0.5% to 1.0%;

- Greater pension contributions for new employees, increasing from 5% to 7%;
- New employees must attain 10 years of service in order to be eligible for retiree medical;
- Prospect of contract re-opener (benefits and wages) to address Excise Tax (affordable Health Care Act) in 2017;
- Pension moratorium until December 31, 2020;
- All pending grievances and prohibitive practice complaints shall be withdrawn with prejudice;
- Moratorium on reclassification requests through term of contract;
- General wage increase of 2.5% for each of the four contract years, retroactive to January 1, 2015; and
- Unilateral right to contract grass cutting in parks and at pump stations;

The bargaining unit has already voted to accept the tentative contract settlement agreement.

Staff and the negotiating committee is recommending that the contract settlement agreement be approved.

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 Chief Executive Officer be authorized to execute a Collective Bargaining Agreement with Local 184, AFSCME, and specifically to apply the terms of the contract settlement agreement reached on May 19, 2015.

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

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

RATIFICATION OF COLLECTIVE BARGAINING AGREEMENTS – LOCAL 1026

TO: Personnel, Pension and Insurance Committee for consideration on July 13, 2015.

The management negotiation team started contract negotiations with all three of the affiliated units of COUNCIL 4, AFSCME, in Fall of 2014. Attached is the tentative agreement reached with Local 1026. Local 184, as the largest bargaining unit, represents the operational and maintenance employees.

The key elements of this tentative agreement with Local 184 include:

- Medical Premium Share increases to 15% of Cost for existing employees with a proviso for new employees contributing three per cent higher than existing employees;
- Elimination and combination of various job titles;
- Four year term (January 1, 2015, through December 31, 2018);
- Greater OPEB contributions for new employees, increasing from 0.5% to 1.0%;
- Greater pension contributions for new employees, increasing from 5% to 7%;
- New employees must attain 10 years of service in order to be eligible for retiree medical;
- Prospect of contract re-opener (benefits and wages) to address Excise Tax (affordable Health Care Act) in 2017;
- Pension moratorium until December 31, 2020;
- All pending grievances and prohibitive practice complaints shall be withdrawn with prejudice;
- Moratorium on reclassification requests through term of contract; and
- General wage increase of 2.5% for each of the four contract years, retroactive to January 1, 2015.

The bargaining unit has already voted to accept the tentative contract settlement agreement.

Staff and the negotiating committee is recommending that the contract settlement agreement be approved.

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 Chief Executive Officer be authorized to execute a Collective Bargaining Agreement with Local 184, AFSCME, and specifically to apply the terms of the contract settlement agreement reached on May 19, 2015.

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

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

STAFF UPDATE ON NEGOTIATIONS WITH LOCAL 3713 SUCCESSOR COLLECTIVE BARGAINING AGREEMENT

The Personnel, Pension & Insurance Committee discussed the collective bargaining agreement negotiations with Local 3713 during the abovementioned executive session.

CHANGES TO EXEMPT & EXCLUDED EMPLOYEES' WAGES AND BENEFITS

TO: Personnel, Pension and Insurance Committee for consideration on July 13, 2015

The management negotiation team has entered into tentative agreements with two of the MDC's three collective bargaining units – Local 184 and Local 1026 of AFSCME Council 4. Those agreements, previously approved by the members of these collective bargaining units, have been or will be presented to the Board for consideration, approval or rejection. Consistent with longstanding practice, the financial terms of collective bargaining agreements are customarily and similarly provided to exempt and excluded employees (to include unclassified employees). Provided the MDC Board of Commissioners approves the tentative agreements with Locals 184 and 1026, and specifically reserving the right to make further changes in the terms and conditions of employment of exempt and excluded employees, staff recommends adoption of the following resolution relating to the wages and benefits of exempt and excluded employees:

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 wages and benefits for exempt and excluded employees be modified as follows:

1. Subject to future changes in medical benefits or costs with the MDC's collective bargaining units, the medical benefits for all E&E employees shall remain intact with no changes save for the Premium Share Adjustments detailed below:

<u>Existing E&E Employees:</u>	<u>Premium Share Participation:</u>
January 1, 2015 through October 3, 2015	12% of Cost;
October 4, 2015 through December 31, 2016	14% of Cost; and
January 1, 2017 through December 31, 2018	15% of Cost;

<u>New E&E Employees Hired after Oct 4, 2015</u>	<u>Premium Share Participation:</u>
October 4, 2015 through December 31, 2016	17% of Cost; and
January 1, 2017, through December 31, 2018	18% of Cost

For those E&E employees who smoke the Premium Share Participation shall be 3% higher than that specified above for the applicable timeframes.

2. New E&E employees hired after October 4, 2015 shall contribute 7% of regular earnings for Pension benefits. Existing E&E employees shall continue to contribute 5% of regular earnings for Pension benefits.
3. Existing E&E employee shall continue to contribute .5% (one half per cent) of regular earnings into an OPEB (Other Post-Employment Benefits) fund.
4. General Wage Adjustments shall be applied as follows:

December 28, 2014 2.5% Schedule Adjustment;

(Retroactive for all E&E employees on the active payroll as of the date of passage of this resolution and provided the MDC Board of Commissioners approves the tentative agreements with Locals 184 and 1026)

December 27, 2015 2.5% Schedule Adjustment;

January 1, 2017 2.5% Schedule Adjustment; and

December 31, 2017 2.5% Schedule Adjustment.

5. New E&E employees hired after October 4, 2015 shall contribute 1.0% (one per cent) of regular earnings into an OPEB (Other Post-Employment Benefits) fund.
6. New E&E employees hired after October 4, 2015 must attain 10 years of service in order to be eligible for retiree medical.
7. Moratorium on reclassification requests through January 1, 2019.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

CHANGES TO EXEMPT & EXCLUDED EMPLOYEES' PAID TIME OFF BENEFITS

TO: Personnel, Pension and Insurance Committee for consideration on July 13, 2015.

In order to create a contemporary benefits package necessary to attract, recruit, and retain professional employees in Exempt and Excluded and unclassified positions, the management team is recommending the following changes to the paid time off and benefits package offered to Exempt and Excluded and unclassified employees:

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 paid time off and benefits package for Exempt and Excluded and unclassified employees be modified as follows:

1. Sick Time

- a. Effective July 30, 2015, all existing E&E sick time bank balances will be frozen; employees will be able to access this time only for the 25% payout upon retirement or leaving the District after ten (10) years of service.
- b. Effective August 1, 2015, E&E and unclassified employees will no longer accrue one and one quarter (1.25) sick days per month.
- c. E&E and unclassified employees will be loaded eight (8) sick days on January 1 of each year. These days can be rolled from year to year, to a maximum of forty (40) accrued days. These days are not eligible for payout upon retirement or leaving the District.
- d. Because the policy is taking effect mid-year, all E&E and unclassified employees' time banks will be loaded with five (5) sick days on August 1, 2015.
- e. New employees who start after January 1 will be loaded four (4) hours of sick time for each full month they will work in that calendar year.
- f. Upon exhaustion of his/her sick time, an employee, with proper medical validation, may petition Human Resources, with an appeal to Legal, for an additional five (5) days of sick time in a calendar year.

2. Short-term and Long-term Disability Insurance

- a. The District will provide E&E and unclassified employees with employer-paid short-term disability insurance.
 - i. This benefit provides an employee with sixty percent (60%) of his or her salary, to a maximum of three thousand dollars (\$3,000) per week, for the duration of the disabling injury or illness, to a maximum of twelve (12) weeks.

- ii. This benefit becomes effective on the eighth (8th) calendar day after the onset of the injury or illness.
 - b. The District will provide E&E and unclassified employees with employer-paid long-term disability insurance.
 - i. This benefit provides an employee with fifty percent (50%) of his or her salary, to a maximum of thirteen thousand dollars (\$13,000) per month.
 - ii. This benefit commences on the ninetieth (90th) day after the onset of the injury or illness.
 - iii. This duration of the benefit is contingent upon the age of the employee, the type of illness or injury (with limitations for disability due to substance abuse) and the potential for future employment opportunities.
- 3. Vacation Time
 - a. New E&E and unclassified employees hired after January 1 will receive six (6) hours of vacation time for each full month they will work in that calendar year.
 - b. The new hire will be eligible for ten (10) vacation days to be loaded into his or her time bank balance on January 1 of the next year.
- 4. Inclement Weather Days
 - a. E&E and unclassified employees will be loaded three (3) days on January 1 to be used for inclement weather.
 - b. Because the policy is taking effect mid-year, E&E and unclassified employees will receive one (1) inclement weather day on August 1, 2015.
 - c. These days cannot be rolled from year to year and are not eligible for payout upon leaving the District.
- 5. Parental Leave
 - a. Maternity Leave
 - i. In order to provide a paid maternity leave, the District will pay the birth mother employee 100% of her salary for the remaining balance of the twelve (12) week Family Medical Leave after she exhausts her short-term disability insurance.
 - ii. After exhausting the twelve (12) week Family Medical Leave, the birth mother employee will have the option of taking up to an additional twelve (12) weeks of unpaid time to stay at home to care for the child.
 - b. Parental Leave
 - i. Upon the birth of a child, the placement of a foster child, or adoption, the non-birth parent employee will be eligible for ten (10) days of paid parental leave.
- 6. Spousal Buyout for Health Insurance

- a. If an employee is covering his/her spouse with District health insurance, but the spouse is eligible for insurance through his/her own employer, the District will pay the employee one thousand dollars (\$1,000) in four (4) quarterly installments of two hundred and fifty dollars (\$250), if the spouse elects to take his/her own employer's health insurance.
- b. This plan will take effect January 1, 2016, and the employee must drop his/her eligible dependent spouse during open enrollment to participate.

7. Work from Home Policy

- a. E&E and unclassified employees may, ~~at the sole discretion of their supervisors~~ **subject to approval by the Director of Human Resources**, request to work from home under specific circumstances, such as inclement weather or family illness.
- b. Requests must be pre-approved and employee must sign the work from home policy to participate in the program.
- c. The program may be terminated at any time, at the sole discretion of the District management team.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

Commissioner Currey made a motion to amend the resolution which was duly seconded. The amendments to the resolution are reflected above.

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

OWNER CONTROLLED INSURANCE PROGRAM

The Personnel, Pension and Insurance Committee discussed the owner controlled insurance program.

ADJOURNMENT

The meeting was adjourned at 5:15 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

September 1, 2015

Date Approved

PERSONNEL, PENSION AND INSURANCE COMMITTEE

The Metropolitan District
231 Brainard Road, Hartford
Tuesday, September 1, 2015

Present: Commissioners Daniel Camilliere, Donald Currey, Timothy Curtis, Maureen Magnan, Albert F. Reichin, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (8)

Absent: Commissioners Joseph Klett, J. Lawrence Price and Pasquale J. Salemi (3)

Also

Present: Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy CEO, Business Services
R. Bartley Halloran, District Counsel
Christopher R. Stone, Assistant District Counsel
Brendan Fox, Assistant District Counsel
John S. Mirtle, District Clerk
Gerald J. Lukowski, Director of Operations
Sue Negrelli, Director of Engineering
Erin Ryan, Director of Human Resources
Robert Schwarm, Director of Information Technology
Robert Zaik, Manager of Labor Relations
Kerry E. Martin, Assistant to the Chief Executive Officer
Cynthia A. Nadolny, Executive Assistant
Jessica Coelho, President of Local 3713 AFSCME
James Masse, Network Analyst

CALL TO ORDER

Chairman Taylor called the meeting to order at 4:47 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Magnan and duly seconded, the meeting minutes of July 13, 2015 were approved.

**PETITION FOR APPROVAL FOR CHIEF EXECUTIVE OFFICER TO EXECUTE
COLLECTIVE BARGAINING AGREEMENT**

TO: Personnel, Pension and Insurance Committee for consideration on September 1, 2015.

The management negotiation team started contract negotiations with all three of the affiliated units of COUNCIL 4, AFSCME, in Fall of 2014. Attached is the tentative agreement reached with Local 3713. Local 3713, AFSCME, represents the engineering, technical and clerical employees.

The key elements of this tentative agreement with Local 184 include:

- Medical Premium Share increases to 15% of Cost for existing employees with a proviso for new employees contributing three per cent higher than existing employees;
- Four year term (January 1, 2015, through December 31, 2018);
- Greater OPEB contributions for new employees, increasing from 0.5% to 1.0%;
- Greater pension contributions for new employees, increasing from 5% to 7%;
- New employees must attain 10 years of service in order to be eligible for retiree medical;
- Prospect of contract re-opener (benefits and wages) to address Excise Tax (affordable Health Care Act) in 2017;
- Pension moratorium until December 31, 2020;
- Moratorium on reclassification requests through term of contract; and
- General wage increase of 2.5% for each of the four contract years, retroactive to January 1, 2015.

The bargaining unit voted to accept the tentative contract settlement agreement on Wednesday, August 12, 2015.

Staff and the negotiating committee is recommending that the contract settlement agreement be approved.

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 Chief Executive Officer be authorized to execute a Collective Bargaining Agreement with Local 3713, AFSCME, and specifically to apply the terms of the contract settlement agreement reached on May 19, 2015.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

RECOMMENDATION OF ADOPTION OF AMENDMENT TO SECTION 125 PLAN

TO: Personnel, Pension and Insurance Committee for consideration on September 1, 2015

WHEREAS, The Metropolitan District (the "Employer") maintains The Metropolitan District Section 125 Plan (the "125 Plan") in order to permit its employees to elect to pay their share of the cost of coverage under certain welfare benefit plans on a pre-tax basis rather than on an after-tax basis; and

WHEREAS, the District Board of the Employer has the authority to adopt amendments pertaining to the 125 Plan at any time and from time to time; and

WHEREAS, it is desirable that the Personnel, Pension and Insurance Committee (the "PPI Committee") recommend to the District Board of the Employer the adoption of an amendment to the 125 Plan in order to permit short term disability benefits and long term disability benefits to be offered under the 125 Plan to the eligible employees of the Employer on either a pre-tax basis or an after-tax basis.

NOW, THEREFORE, BE IT

RESOLVED: That the PPI Committee does hereby recommend to the District Board of the Employer the adoption of Amendment No. 2 to the 125 Plan, in substantially the form presented to this meeting, together with any modifications that are determined by counsel for the Employer to be necessary or desirable to effectuate the intention thereof and to comply with the requirements of the Internal Revenue Code of 1986, as amended.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

**AMENDMENT NO. 2 TO
THE METROPOLITAN DISTRICT
SECTION 125 PLAN**

The Metropolitan District, a governmental entity organized under the laws of the State of Connecticut, has adopted this Amendment No. 2 to The Metropolitan District Section 125 Plan (the "Plan"), effective as of the date set forth herein.

(1) Effective as of the date of adoption of this Amendment No. 2, Article IV of the Plan is amended by deleting Section 4.1 and substituting the following in lieu thereof:

Section 4.1 *Contribution elections.* A Participant may elect under this Plan either: (a) to receive the entire amount of his or her Compensation from the Employer in cash or other permitted taxable benefits; or (b) to have a portion of the Compensation payable by the Employer for a Plan Year applied by the Employer on a pre-tax basis to pay all or a portion of his or her share of the cost of coverage available during the Plan Year under the terms of the Section 125 Benefit Programs. If a Participant elects to have a portion of his or her Compensation from the Employer applied on a pre-tax basis to pay all or a portion of his or her share of the cost of coverage under the Section 125 Benefit Programs, his or her Compensation from the Employer shall be reduced in accordance with his or her election.

Notwithstanding the provisions of Section 4.2 or Section 4.3, within thirty-one (31) days of a Participant becoming eligible for short term disability coverage and long term disability coverage, the Participant must make a contribution election to have his or her share of the cost of such coverage paid on either an after-tax basis or a pre-tax basis. Any such contribution election will be irrevocable, and cannot be changed due a change in status pursuant to Section 4.4(a) or due to changes in cost or coverage pursuant to Section 4.8 (other than an automatic change due to an increase or decrease in the cost of such disability coverage pursuant to Section 4.8(a)(i)). When an individual first becomes a Participant or is reinstated as a Participant, such contribution election will be made at the same time as the individual's initial election concerning the other Section 125 Benefit Programs offered under the Plan. If a Participant fails to make such a contribution election, the Participant will be deemed to have elected to have his or her share of the cost of such disability coverage paid on a pre-tax basis.

(2) Effective as of the date of adoption of this Amendment No. 2, Schedule A of the Plan is amended by substituting the following in lieu thereof:

SCHEDULE A

Section 125 Benefit Programs

Health Plan:

Coverage Period: January 1 – December 31

Dental Plan:

Coverage Period: January 1 – December 31

Group Term Life Insurance up to \$50,000:

Coverage Period: January 1 – December 31

Short Term Disability:

Coverage Period: January 1 – December 31

Long Term Disability:

Coverage Period: January 1 – December 31

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

Witness: THE METROPOLITAN DISTRICT

By _____

Title:

Date:

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

PETITION FOR DISABILITY RETIREMENT

EXECUTIVE SESSION

At 4:55 P.M., Chairman Taylor requested an executive session to discuss a petition for disability retirement for Kathleen Chandler.

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

Those in attendance during the executive session:

Commissioners Daniel Camilliere, Donald Currey, Timothy Curtis, Maureen Magnan, Albert F. Reichin, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella Attorneys R. Bartley Halloran and Christopher R. Stone; Scott Jellison; Erin Ryan and Bob Zaik.

RECONVENE

At 5:10 P.M., Chairman Taylor requested to come out of executive session and on motion made by Commissioner Reichin and duly seconded, the Committee came out of executive session and reconvened. No formal action was taken.

TO: Personnel, Pension and Insurance Committee for consideration on September 1, 2015

Pursuant to Section G 1 b. of the General Ordinances, we are recommending that the Personnel, Pension and Insurance Committee approve a Disability Retirement effective August 1, 2015, for Ms. Kathleen Chandler. We have received the employee's written petition for consideration under the Disability Retirement provision. The employee's doctors have provided adequate medical information to support the condition that the employee is permanently disabled and cannot engage in any gainful occupation or employment. The medical condition was confirmed by the District's doctor.

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

Therefore, staff is recommending that the employee's petition for disability retirement be approved by this Committee.

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

VOTED: That the Personnel Pension and Insurance Committee approve the following resolution:

RESOLVED: That effective August 1, 2015, Ms. Kathleen Chandler shall be approved for a Disability Retirement pursuant to the terms and conditions of the General Ordinances of the Metropolitan District Commission.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

**JOB CLASSIFICATION REVISION
MANAGER OF TREASURY**

TO: Personnel, Pension and Insurance Committee for consideration on September 1, 2015

Staff is recommending that the Classification Plan be amended to include the revised position of *Manager of Treasury*. This position currently exists within the District's job classification structure, but with the title of *Deputy Treasurer*. The responsibilities of and designation for "deputy treasurer" are assigned to the *Director of Finance* position, and to ensure signatory authority resides with only one position, this designation should be removed from the *Manager of Treasury* job classification. This classification will retain the value of EE-18 (\$103,451 - \$134,486).

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

Therefore, staff is recommending that the classification system be amended to reflect the *Manager of Treasury* position, assigned a value of EE-18.

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

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

RESOLVED: That the classification system be amended to reflect the *Manager of Treasury* position and assign this classification a value of EE-18.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

Code: 12475
Employee Group: E&E
FLSA Exempt: Exempt

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: **MANAGER OF TREASURY**

JOB SUMMARY

The purpose of this classification is to manage revenue, bonding and all cash of the District, perform professional tasks at the managerial level to oversee the daily activities of the Treasury Department, including cash and liquidity management and financial risk management. This position performs professional work in managing direct cash investments, bonding, accounts receivable, claims, insurance risk, 457b plan and pension asset allocations, OPEB investment management, daily cash flow, employee benefit accounting, and financial planning for Clean Water Projects.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Plans and directs the Treasury division objectives and operations. Oversees and supervises cash and liquidity management. Oversees the management of the District's Accounts Receivable collection effort.

- Directs and manages the debt management function for the District, including identifying appropriate level of debt to fund projects, overseeing cash flow forecasting, identifying and structuring debt arrangements, and overseeing proper debt accounting.
- Assists in controlling risk management activities including monitoring insurance coverage and managing insurance claims.
- Oversees the accounting of employee benefits information; oversees pension calculations and program administration.
- Analyzes information on activity effectiveness and efficiency, determines operating policies and approves operating procedures. Prepares or approves reports.
- Develops, coordinates and reviews the Treasury division budget.
- Creates comprehensive investor relations strategies and presentations.
- Supervises, directs, and evaluates assigned staff of the Treasury Department, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- May perform other duties as assigned.

SUPERVISION RECEIVED

Classification typically reports to the Director of Finance.

MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, finance or business administration with a minimum of ten (10) years of experience in accounting, financial management, or related area including three (3) years of supervisory and/or managerial experience; practical experience is not an acceptable substitute for degree requirement.

Master's Degree in Business Administration, CPA, CMA or CFA preferred.

SPECIAL REQUIREMENTS

Must be a Certified Finance Professional.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

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

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

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

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

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

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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

Without objection, Agenda Items 8A “JOB CLASSIFICATION ADDITION: MANAGER OF COMMAND CENTER” and 8B “JOB CLASSIFICATION ADDITION: MANAGER OF CUSTOMER SERVICE” were consolidated and considered together.

JOB CLASSIFICATION ADDITION MANAGER OF THE COMMAND CENTER

TO: Personnel, Pension and Insurance Committee for consideration on September 1, 2015

Staff is recommending that the Classification Plan be amended to include the new position of *Manager of the Command Center*. This position was previously merged with the *Manager of Customer Service* classification and all responsibilities for the two distinct departments were contained within one job classification. Based on work volume and responsibilities assigned to the position, staff is recommending that the positions be separated, and the *Manager of the Command Center* be assigned a value of EE-18 (\$103,451 - \$134,486).

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

Therefore, staff is recommending that the classification system be amended to reflect the *Manager of the Command Center* position, assigned a value of EE-18.

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

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

RESOLVED: That the classification system be amended to reflect the *Manager of the Command Center* position and assign this classification a value of EE-18.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: **MANAGER OF THE COMMAND CENTER**

JOB SUMMARY

This position is responsible for managing the District's command center and utility services functions.

Primary responsibilities include management of all command center and utility services activities, including emergency water and sewer operations, service and trouble call response, Coordinates response of MDC crews and resources, cross connection/backflow inspections and programs, water and sewer inspections and inquiries, construction plan review and permitting, Call Before You Dig responses, insurance claims response and resolution. This work requires the employee have knowledge, skill and ability in utility pipeline maintenance supervision and in meter and systems maintenance administration.

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.

- Manages command center operations, including staffing, alarm responses and emergency and non-emergency water and sewer operations.
- Manages the overall activities of the Command Center function by providing direction to supervisors, responding to after-hour emergencies, and alarm system management.
- Manages cross-connection and backwater valve program inspections and compliance.

- Coordinates division operations with other District functions and government agencies. Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives.
- Manages and develops division budgets and reviews unit budgets. Approves unit expenditures within fund allocations.
- Ensures that federal, state, local and District regulations, guidelines, policies and procedures are properly followed and executed.
- Administers the District's Call Before You Dig Program.
- Coordinates work crews and resources for emergency and non-emergency calls.
- Responds to emergencies at any time of the day or night, as necessary. Serves on-call for emergencies, as assigned.
- Keeps abreast of industry developments and trends in effective and efficient service delivery. Works to continuously improve the District's service delivery performance.
- Counsels employees. Administers union contract language and discipline. Appoints job candidates from approved eligibility lists. Approves employee performance evaluations and recommends reclassifications. Assures safe work practices.
- Performs special assignments, as assigned.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general direction of the Director of Operations.

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university in, business, public administration or a related field; supplemented by seven (7) years of experience in utility customer service or related activity, including three (3) years in a supervisory capacity or a combination of education, training and experience that provides the requisite knowledge, skills and abilities for this job. Experience in the water, wastewater and/or storm water industries is preferable.

SPECIAL REQUIREMENTS

Must have a CT Class III Operator Water Distribution System Certificate.

Must have a valid driver's license.

KNOWLEDGE, SKILLS, AND ABILITIES

- A working knowledge of general utility customer service policies, processes and practices and laws and regulations.
- A working knowledge of public administration principles and practices as applied to the District.
- The ability to communicate effectively both orally and in writing, including in public meeting formats, hearings and/or District Board of Commissioners meeting settings.
- The ability to develop, implement and administer policies and procedures including goals, objectives, financial planning, decision-making, and report development and writing.
- The ability to effectively manage customer service functions through subordinate supervisors.

- The ability to establish and maintain effective working relationships with all classes of customers, senior management, coworkers, vendors, contractors, consultants and other governmental agencies.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

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

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

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

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in a sedentary to light work environment, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (under 25 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 regularly performed without exposure to adverse environmental conditions.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

JOB CLASSIFICATION ADDITION MANAGER OF CUSTOMER SERVICE

TO: Personnel, Pension and Insurance Committee for consideration on September 1, 2015

Staff is recommending that the Classification Plan be amended to include the new position of *Manager of Customer Service*. This position was previously merged with the *Manager of the Command Center* classification and all responsibilities for the two distinct departments were contained within one job classification. Based on work volume and responsibilities assigned to the position, staff is recommending that the positions be separated, and the *Manager of Customer Service* be assigned a value of EE-18 (\$103,451 - \$134,486).

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

Therefore, staff is recommending that the classification system be amended to reflect the *Manager of Customer Service* position, assigned a value of EE-18.

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

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

RESOLVED: That the classification system be amended to reflect the *Manager of Customer Service* position and assign this classification a value of EE-18.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: **MANAGER OF CUSTOMER SERVICE**

JOB SUMMARY

This position is responsible for managing the District's customer service function, including all retail and wholesale customer interfaces, policies and processes.

Primary responsibilities consist of management of all customer services activities, including call center, billing, metering, meter reading, and customer credit, including best practices of financial accounting principles. Duties include developing, implementing, directing and monitoring the District's customer service policies and programs, developing metrics and monitoring customer calling to assure the highest level of customer satisfaction is achieved for retail and wholesale water and sewer customers.

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.

- Manages the overall activities of the customer service function by providing direction to reporting administrators and/or supervisors in call center operation, billing, metering, meter reading, and credit activities. Coordinates external billing payments. Establishes a strong customer service culture among all customer service staff.
- Develops and proposes for senior management review consistent policies for service delivery, billing, and service terminations, in accordance with applicable state statutes and regulations. Implements approved policies with effective customer service processes and practices.
- Establishes customer service performance measures and regularly reviews and reports customer service performance to senior management. Coordinates with other departments as necessary to optimize customer satisfaction and service delivery.
- Selects, develops, manages and trains customer service personnel, consistent with the industry standard and District's plans and policies to ensure that the highest level of customer satisfaction is achieved.
- Develops, implements, and monitors efficient and effective manual and automated systems and controls in all customer service processes and activities. Develops and utilizes existing automated systems to the maximum extent of their capabilities.
- Oversees the development and management of multiple budgets.
- Manages the resolution of customer complaints and inquiries. Advises senior management regarding high-interest customer complaints and situations, and develops new protocols to resolve and address immediately.
- Ensures the accuracy and timeliness of meter reading. Continually monitors delinquent and uncollectible accounts, estimated billings and other situations that adversely affect the District's receivables, in coordination with the Treasury Department. Actively manages delinquent and uncollected accounts to minimize their impact.
- Keeps abreast of industry developments and trends in effective and efficient service delivery. Works to continuously improve the District's service delivery performance.
- Counsels employees. Administers union contract language and discipline. Appoints job candidates from approved eligibility lists. Approves employee performance evaluations and recommends reclassifications. Assures safe work practices.
- Performs special assignments, as assigned.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general direction of the Director of Finance

MINIMUM QUALIFICATIONS

A bachelor's degree from an accredited college or university in, business, public administration, communications or a related field; supplemented by seven (7) years of experience in utility customer service or related activity, including three (3) years in a supervisory capacity within a customer service call center/credit collecting that provides the requisite knowledge, skills and abilities for this job. Experience in the water, wastewater and/or storm water industries is preferable.

SPECIAL REQUIREMENTS

None

KNOWLEDGE, SKILLS, AND ABILITIES

- A working knowledge of SAP or similar ERP system, general utility customer service policies, processes and practices and laws and regulations.
- A working knowledge of public administration principles and practices as applied to the District.
- The ability to communicate effectively both orally and in writing, including in public meeting formats, hearings and/or District Board of Commissioners meeting settings.
- The ability to develop, implement and administer policies and procedures including goals, objectives, financial planning, decision-making, and report development and writing.
- The ability to effectively manage customer service functions through subordinate supervisors.
- The ability to establish and maintain effective working relationships with all classes of customers, senior management, coworkers, vendors, contractors, consultants and other governmental agencies.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

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

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

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

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

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

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

On motion made by Commissioner Reichin and duly seconded, the reports for resolutions 8A "JOB CLASSIFICATION ADDITION: MANAGER OF COMMAND CENTER" and 8B "JOB CLASSIFICATION ADDITION: MANAGER OF CUSTOMER SERVICE" were received and the resolutions adopted by unanimous vote of those present.

ADJOURNMENT

The meeting was adjourned at 5:16 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

October 5, 2015

Date Approved

**INVESTMENT SUBCOMMITTEE
PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Wednesday, September 02, 2015**

Present: Commissioners Raymond Sweezy and Alvin E. Taylor (2)

Absent: Commissioner J. Lawrence Price (1)

Also

Present: Commissioner Allen Hoffman
Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
R. Bartley Halloran, District Counsel
Carl Nasto, Assistant District Counsel
Erin Ryan, Director of Human Resources
John S. Mirtle, District Clerk
Kerry E. Martin, Assistant to the Chief Executive Officer

CALL TO ORDER

Commissioner Sweezy called the meeting to order at 2:37PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

*On motion made by Commissioner Taylor and duly seconded,
the meeting minutes of April 21, 2015 were approved.*

DISCUSSION RE: PENSION INVESTMENT ALLOCATION

David Lee of Dahab briefed the committee on recent market volatility and outlook for pension investment allocation.

ADJOURNMENT

The meeting was adjourned at 2:56PM

ATTEST:



John S. Mirtle, Esq.
District Clerk

October 21, 2015

Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Monday, October 5, 2015**

Present: Commissioners Daniel Camilliere, Donald Currey, Joseph Klett, Maureen Magnan, Albert F. Reichin, Raymond Sweezy, Alvin E. Taylor and District Chairman William A. DiBella (8)

Absent: Commissioners Timothy Curtis, J. Lawrence Price and Pasquale J. Salemi (3)

Also Present: Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy CEO, Business Services
R. Bartley Halloran, District Counsel
Christopher R. Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Gerald J. Lukowski, Director of Operations
Sue Negrelli, Director of Engineering
Erin Ryan, Director of Human Resources
Robert Schwarm, Director of Information Technology
Kerry E. Martin, Assistant to the Chief Executive Officer
Mike Curley, Project Manager
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Taylor called the meeting to order at 3:50 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of September 1, 2015 were approved.

EMPLOYEE HEALTH INSURANCE BUYOUT

TO: Personnel, Pension and Insurance Committee for consideration on October 5, 2015

In order to create a contemporary benefits package necessary to attract, recruit, and retain professional employees in Exempt and Excluded and unclassified positions, the management team recommended and the Personnel, Pension and Insurance Committee approved at its July 13, 2015 meeting a spousal health insurance buyout benefit. Management is recommending expanding the health insurance buyout option to allow the District employee to withdraw from District health insurance coverage and receive the benefit. Management recommends the following changes to the employee health insurance buyout option offered to Exempt and Excluded and unclassified employees.

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 employee health insurance buyout package for Exempt and Excluded and unclassified employees be modified as follows:

1. Buyout for Health Insurance

- a. If an employee is covering his/her spouse with District health insurance, but the spouse is eligible for insurance through his/her own employer, the District will pay the employee one thousand dollars (\$1,000) in four (4) quarterly installments of two hundred and fifty dollars (\$250), if the spouse elects to take his/her own employer's health insurance.
- b. If an employee is eligible for insurance through his/her spouse's employer, the District will pay the employee an additional one thousand dollars (\$1,000) in four (4) quarterly installments of two hundred and fifty dollars (\$250), if the employee elects to take his/her spouses employer's health insurance. The employee is eligible for the \$1,000 payment for each year s/he elects not to participate in the District health insurance.
- c. This plan will take effect January 1, 2016. The employee must withdraw from District health insurance and/or drop his/her eligible dependent spouse during open enrollment to participate.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

Commissioner Magnan moved to amend the resolution to state the employee can return to the District health insurance.

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

EXEMPT & EXCLUDED LIFE INSURANCE OPTIONS

TO: Personnel, Pension and Insurance Committee for consideration on October 5, 2015

In order to create a contemporary benefits package necessary to attract, recruit, and retain professional employees in Exempt and Excluded and unclassified positions, the management team recommended and the Personnel, Pension and Insurance Committee approved at its July 13, 2015 meeting, various changes to the employee benefits package. Management is recommending adding additional life insurance options for Exempt and Excluded and unclassified employees. The District currently offers \$10,000 in life insurance benefits to employees, and allows employees the option to buy an additional \$40,000 in coverage. The Management team recommendation, based on industry best practice and advice of the employee benefits consultant, is to provide Exempt and Excluded and unclassified employees with life insurance that equals one-time an employee's base salary, and to allow the employee to purchase, at his or her own expense, up to an additional year of salary in coverage.

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 employee benefit package for Exempt and Excluded and unclassified employees be modified as follows:

Employee Life Insurance

The District will provide each Exempt and Excluded and unclassified employee with life insurance equaling one year of base salary. The employee will have the option to purchase, at his or her own expense, additional coverage, up to a maximum of his or her base salary.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

ADJOURNMENT

The meeting was adjourned at 4:07 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

October 21, 2015

Date Approved

**INVESTMENT SUBCOMMITTEE
PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Wednesday, October 21, 2015**

Present: Commissioners J. Lawrence Price, Raymond Sweezy and Alvin E. Taylor (3)

Absent: (0)

Also

Present: Commissioner Allen Hoffman
Commissioner Donald M. Currey
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
Christopher R. Stone, Assistant District Counsel
Steven J. Bonafonte, Assistant District Counsel
John S. Mirtle, District Clerk
Gerald J. Lukowski, Director of Operations
Erin Ryan, Director of Human Resources
Kelly Shane, Director of Procurement
Robert Schwarm, Director of Information Technology
Stanley Pokora, Manager of Treasury
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Commissioner Sweezy called the meeting to order at 1:07PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Taylor and duly seconded, the meeting minutes of September 2, 2015 were approved.

Commissioner Price abstained.

**REPORT RE: MDC PENSION PLAN INVESTMENT PERFORMANCE THROUGH
SEPTEMBER 30, 2015**

David Lee of Dahab Associates presented a report on the investment performance through September 30, 2015.

ADJOURNMENT

The meeting was adjourned at 1:50PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

June 13, 2016

Date Approved

**PENSION FUND TRUSTEE SUBCOMMITTEE OF THE
PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING**

The Metropolitan District
555 Main Street, Hartford
Wednesday, October 21, 2015

Present: Commissioners J. Lawrence Price and Alvin E. Taylor (2)

Absent: Commissioner Albert F. Reichin (1)

**Also
Present:** Commissioner Allen Hoffman
John M. Zinzarella, Deputy Chief Executive Officer, Business Services
Christopher R. Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Gerald J. Lukowski, Director of Operations
Kelly Shane, Director of Procurement
Robert Schwarm, Director of Information Technology
Stanley Pokora, Manager of Treasury
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Taylor called the meeting to order at 1:50 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

*On motion made by Commissioner Price and duly seconded,
the meeting minutes of February 25, 2015 were approved.*

REPORT RE: CUSTODIAL TRUSTEE RFQ/P SEARCH

Commissioner Price recommended Wilmington Trust.

ADJOURNMENT

The meeting was adjourned at 2:25 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

December 12, 2016

Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Wednesday, October 21, 2015**

Present: Commissioners Daniel Camilliere, Donald Currey, J. Lawrence Price, Pasquale J. Salemi, Raymond Sweezy, Alvin E. Taylor (6)

Absent: Commissioners Timothy Curtis, Joseph Klett, Maureen Magnan and Albert F. Reichin (4)

Also

Present: Commissioner Allen Hoffman
John M. Zinzarella, Deputy CEO, Business Services
Christopher R. Stone, Assistant District Counsel
Steven J. Bonafonte, Assistant District Counsel
John S. Mirtle, District Clerk
Sue Negrelli, Director of Engineering
Erin Ryan, Director of Human Resources
Kelly Shane, Director of Procurement
Stanley Pokora, Manager of Treasury
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Taylor called the meeting to order at 2:27 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of October 5, 2015 were approved.

Commissioners Price and Salemi abstained.

PENSION CUSTODIAL MANAGER SERVICES

To: Personnel, Pension & Insurance Committee

From: Pension Trustee Subcommittee

October 21, 2015

The members of the Pension Trustee Subcommittee requested that DAHAB Associates, Inc., conduct an RFP for Pension Custodial Manager Services on behalf of the MDC Pension Plan. Based upon the proposals which were received and evaluated by the sub-committee, it is the recommendation of the Pension Trustee Subcommittee that Wilmington Trust be awarded the contract to represent the District as Pension Custodial Manager.

Resolved: That the Chief Executive Office of the Metropolitan District be authorized to enter into an agreement with Wilmington Trust, based upon the approved fee schedule for a period of three (3) years with an option to extend for two (2) additional one (1) year periods and

Respectfully submitted,

Scott W. Jellison
Chief Executive Officer

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

Commissioner Salemi left the meeting at 2:32

ADJOURNMENT

The meeting was adjourned at 2:32 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

November 9, 2015

Date Approved

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

555 Main Street, Hartford

Monday, November 9, 2015

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

Absent: Commissioners Timothy Curtis and Joseph Klett (2)

Also

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

CALL TO ORDER

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

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

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

Commissioner Magnan abstained.

E&E JOB SPECIFICATIONS AND DESIGNATED SALARIES

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

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

It is therefore **RECOMMENDED** that:

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

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

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: CHIEF EXECUTIVE OFFICER

JOB SUMMARY

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

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

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

SUPERVISION RECEIVED

Reports to the District Board of Commissioners.

MINIMUM QUALIFICATIONS

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

SPECIAL REQUIREMENTS

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

PERFORMANCE APTITUDES

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

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

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize synthesis data and information, as well as reference, descriptive, design, advisory, and consulting data and information as applicable.

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

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

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

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

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

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: DISTRICT COUNSEL

JOB SUMMARY

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

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

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

SUPERVISION RECEIVED

Reports to District Board of Commissioners.

MINIMUM QUALIFICATIONS

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

SPECIAL REQUIREMENTS

Must be a member of the Connecticut & United States District Court Bars. Must be a resident of a District Member Town.

PERFORMANCE APTITUDES

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

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

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize synthesis data and information, as well as reference, descriptive, design, advisory, and consulting data and information as applicable.

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

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

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

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate visual and/or auditory cues or signals. Some tasks require the ability to communicate orally.

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

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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

AMENDMENT TO PENSION PLAN

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

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

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

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

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

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

NOW, THEREFORE, BE IT

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

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

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

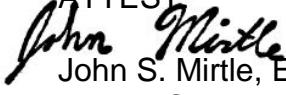
Commissioner Sweezy moved to amend the resolution, as shown above.

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

ADJOURNMENT

The meeting was adjourned at 4:28 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

December 14, 2015

Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE
SPECIAL MEETING
The Metropolitan District
555 Main Street, Hartford
Monday, December 14, 2015**

Present: Commissioners Daniel Camilliere, Donald Currey, Maureen Magnan, J. Lawrence Price, Raymond Sweezy and Alvin E. Taylor (6)

Absent: Commissioners Timothy Curtis, Joseph Klett and Pasquale J. Salemi (3)

Also

Present: Scott W. Jellison, Chief Executive Officer
John M. Zinzarella, Deputy CEO, Business Services
Christopher R. Stone, Assistant District Counsel
John S. Mirtle, District Clerk
Robert Schwarm, Director of Information Technology
Kelly Shane, Director of Procurement
Robert Zaik, Manager of Labor Relations
Kerry E. Martin, Assistant to the Chief Executive Officer
Carrie Blardo, Assistant to the Chief Operating Officer
Cynthia A. Nadolny, Executive Assistant

CALL TO ORDER

Chairman Taylor called the meeting to order at 3:47 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of November 9, 2015 were approved.

**PETITION FOR APPROVAL
REVISED JOB SPECIFICATIONS FOR LOCAL 1026 CLASSIFICATIONS**

To: Personnel, Pension and Insurance Committee for consideration on December 14, 2015.

As part of the contract negotiation process with Local 1026 (supervisory unit), the District and the Union agreed to make revisions to the job specifications. The revisions

reflect wording that incorporates contemporary process and procedures. Attached are the job specifications approved by the Union.

There were three classification valuation changes agreed to through contract negotiations for existing classifications, including: Sewer Maintenance Supervisor (SS-05 to SS06; Senior Command Center Supervisor (SS06 to SS07); and, Meter Supervisor, SS04 to SS05). These valuation changes recognized the additional responsibilities and accountabilities related to reorganization and function realignment.

Staff recommends that the designated job specification and specified valuation changes be incorporated and approved as part of the District's Classification System.

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 attached job specifications changes to the positions represented by Local 1026 be approved and incorporated with the three specified valuation changes as part of the District's Classification System.

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

Commissioner Currey moved to amend the Job Description for the Accounts Payable Supervisor, as shown below:

Code: 12235
Employee Group: Local 1026
FLSA Status: Non-Exempt

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ACCOUNTS PAYABLE SUPERVISOR

JOB SUMMARY

This is very responsible financial supervisory work involving unit supervision of accounts payable work.

Work involves responsibility for overseeing accurate and timely processing of invoices and establishing effective vendor relations. Duties include insuring timely payment of vendor invoices through subordinate accounting staff, monitoring quarterly GR-IR reconciliation for all business areas, voiding and reissuing checks, refund check processing, escheated check processing, and providing administrative support. This position also has the

responsibility for making difficult accounts payable technical and operational decisions within established procedures. This work requires that the employee have knowledge, skill and ability in accounts payable.

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.

- Schedules, assigns, supervises and evaluates a small work group in processing invoices for payment, maintenance of vendor records, statement/invoice reconciliation, and related activities.
- Responds to vendor and District staff requests for information pertaining to accounts payable and related purchasing information. Maintains retainage accounts for contractors and RFPs.
- Establishes, monitors and maintains effective customer relations with vendors and suppliers.
- Analyzes moderately complex accounts payable problems and procedures and prepares recommendations for improvements and financial reports. Monitors current trends in accounts payable and advises management.
- Develops accounts payable metrics and process changes as needed.
- Compiles information on completed work assignments and employee effort. Assists in analyzing information on work group efficiency and effectiveness.
- Drafts unit budget and controls expenditures within fund allocations.
- Trains and counsels employees. Administers union contract language, and recommends oral warnings and higher level discipline. Assists in employee selection. Assures safe work practices.
- Coordinates activities on a short and long term basis to assure personnel, materials and equipment necessary for projects and objectives.

SUPERVISION RECEIVED

Works under the general direction of the Payroll/Accounts Payable Administrator or other **accounting** management employee.

MINIMUM QUALIFICATIONS

A bachelor's degree from a recognized college in accounting or a related field plus six (6) years of progressively responsible experience in accounts payable or related experience; and experience in a lead or supervisory capacity, or an equivalent combination of educating and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS

CPA license preferred.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of accounts payable principles and practices.
- Knowledge of personal computers and software capabilities within a network environment.
- Knowledge of public administration practices as applied to work unit reporting and routine administrative procedures.

- Knowledge of MDC policies and procedures.
- Ability to communicate orally and in writing.
- Ability to administer policies and procedures including scheduling, day-to-day problem solving, and report writing.
- Ability to supervise others in a work unit.
- Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, consultants and the general public.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (under 25 pounds).

Sensory Requirements: Some tasks require the ability to communicate orally and in writing.

Environmental Factors: Essential functions are performed primarily indoors with minimal exposure to outdoor environmental factors.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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

ADJOURNMENT

The meeting was adjourned at 4:00 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

February 17, 2016

Date Approved

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To

MINUTES OF THE PERSONNEL, PENSION & INSURANCE COMMITTEE

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