

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

FOR THE YEAR
2022

Published by authority of the Commission
And compiled by the
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
2022

| | |
|------------------------|---|
| ALVIN E. TAYLOR | Chairman, Personnel, Pension and Insurance Committee |
| RAYMOND SWEEZY | Vice Chairman, Personnel, Pension and Insurance Committee |

JOHN AVEDISIAN

MAUREEN MAGNAN

DONALD CURREY

ALPHONSE MAROTTA

DAVID DRAKE

DOMINIC PANE

DIMPLE DESAI

PASQUALE J. SALEMI

SHUBHADA KAMBLI

RAYMOND SWEEZY

BYRON LESTER

ALVIN E. TAYLOR

MINUTES

OF

MEETINGS OF THE PERSONNEL, PENSION & INSURANCE COMMITTEE

HELD IN 2022

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

555 Main Street, Hartford

Wednesday, January 19, 2022

Present: Commissioners David Drake, Bhupen Patel, Raymond Sweezy, Alvin Taylor and District Chairman William A DiBella (5)

Remote

Attendance: Commissioners Donald Currey, Byron Lester, Maureen Magnan and Dominic Pane (4)

Absent: Commissioners John Avedisian, Shubhada Kambli, Alphonse Marotta and Pasquale Salemi (4)

Also

Present: Commissioner Allen Hoffman
John S. Mirtle, District Clerk
Kelly Shane, Chief Administrative Officer
Robert Barron, Chief Financial Officer
Olga Cordova, Manager of Human Resources (Remote Attendance)
Lisa Madison, Contract Specialist
James Dignoti, Professional Level Trainee
Carrie Blardo, Executive Assistant to the CEO (Remote Attendance)
Julie Price, Executive Assistant

CALL TO ORDER

District Clerk John S. Mirtle called the meeting to order at 1:05 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

ELECTION OF CHAIRPERSON

District Clerk John S. Mirtle called for the election of the Chairperson. Commissioner Sweezy placed Commissioner Alvin Taylor's name in nomination, the nomination was duly seconded.

There being no further nominations, the nominations were closed. Commissioner Taylor was elected Chairperson of the Personnel, Pension and Insurance Committee for 2022 and 2023. Chairperson Taylor assumed the Chair and thanked the Personnel, Pension and Insurance Committee.

ELECTION OF VICE CHAIRMAN

Chairman Taylor called for the election of the Vice Chairperson. Commissioner Taylor placed Commissioner Raymond Sweezy's name in nomination and the nomination was duly seconded.

There being no further nominations, the nominations were closed. Commissioner Raymond Sweezy was elected Vice Chairperson of the Personnel, Pension and Insurance Committee for 2022 and 2023.

PUBLIC COMMENTS RELATIVE TO AGENDAS ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of December 6, 2021 were approved. Commissioners Drake and Taylor abstained.

RFP 2021R-05 INSURANCE BROKER SERVICES

At 1:13 PM, Chairperson Taylor requested an executive session to discuss the RFP #2021R-05 Insurance Broker Services.

On motion made by District Chairman DiBella and duly seconded, the Personnel, Pension and Insurance Committee entered into executive session to discuss an open procurement item and interview the bidders.

Those in attendance during the executive session: Commissioners Donald Currey, David Drake, Byron Lester, Maureen Magnan, Domenic Pane, Bhupen Patel, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella; District Clerk John S. Mirtle, Chief Administrative Officer Kelly Shane, Chief Financial Officer Robert Barron, Procurement Specialist Lisa Madison and Professional Level Trainee James Dignoti.

At 1:15PM, representatives from Turner Surety & Insurance Brokerage, Inc. entered the executive session. They included Stefanie Kiernan, Rose Murray, David McClure, Laura Laurenzi, and Andis Woodlief.

At 1:45 PM, Commissioner Magnan entered the executive session remotely.

At 1:49 PM, Commissioner Pane exited the executive session.

At 2:05 PM, the representatives from Turner Surety & Insurance Brokerage, Inc. exited the executive session.

At 2:10 PM, representatives from bid candidate Assured Partners entered the executive session. They included Fred Tanguay, Ally Gable, and Rick Poirer. At 3:04 PM they exited the executive session.

At 3:10 PM, representatives from bid candidate Arthur J. Gallagher & Co. entered the executive session. They included Ronni Rausch, Marnie Inerzo, Cassie Raphel, and Tim Lilley. At 4:00 PM they exited the executive session.

RECONVENE

At 4:40 PM, on motion made by Commissioner Sweezy and duly seconded, the Personnel, Pension and Insurance Committee came out of executive session and reconvened.

Commissioner Drake made the following motion:

Hereby resolved that the Personnel, Pension and Insurance Committee selects Arthur J. Gallagher & Co. as the successful bidder and directs staff to award contract #2021R-05 to Arthur J. Gallagher & Co.

The motion was duly seconded and adopted by majority vote of those present. Commissioner Sweezy opposed.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 4:42 PM

ATTEST:

John S. Mirtle, Esq.
District Clerk

February 9, 2022

Date Approved

PERSONNEL, PENSION AND INSURANCE COMMITTEE

The Metropolitan District

555 Main Street, Hartford

Wednesday, January 19, 2022

Present: Commissioners John Avedisian, David Drake, Bhupen Patel, Pasquale Salemi, Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (7)

Remote

Attendance: Commissioners Donald Currey, Byron Lester, Maureen Magnan (3)

Absent: Commissioners Alphonse Marotta and Dominic Pane (2)

Also

Present: Commissioner Allen Hoffman
Commissioner Jackie Mandyc
Scott W. Jellison, Chief Executive Officer
Christopher Stone, District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Chief Operating Officer (Remote Attendance)
Kelly Shane, Chief Administrative Officer
Robert Barron, Chief Financial Officer
Sue Negrelli, Director of Engineering (Remote Attendance)
Robert Schwarm, Director of Information Technology (Remote Attendance)
Tom Tyler, Director of Facilities (Remote Attendance)
Jamie Harlow, Director of Human Resources
Olga Cordova, Manager of Human Resources
Carrie Blardo, Executive Assistant to the CEO (Remote Attendance)
Tania Stavola, Engineering Technician 3
Joseph Szerejko, Independent Consumer Advocate
Diane Ritucci, President and CEO of Workers Compensation Trust (Remote Attendance)
Chris Monroe, USI Insurance Services

CALL TO ORDER

Chairman Taylor called the meeting to order at 5:14 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Avedisian and duly seconded, the meeting minutes of January 19, 2022 were approved. Commissioner Drake abstained.

WORKERS COMPENSATION TRUST UPDATE

Diane Ritucci, President and CEO of Workers Compensation Trust, provided an update and executive summary regarding Workers Compensation Trust.

Commissioner Salemi exited the meeting at 5:29 PM

USI BENEFIT CONSULTANT – HEALTH AND WELFARE PLANS OVERVIEW

Chris Monroe of USI Insurance Services provided presentation regarding the health and welfare overview.

Commissioner Magnan exited the meeting at 6:28 PM

Commissioner Lester exited the meeting at 6:45 PM

Without objection, agenda items #6A “Business Analyst I”, #6B “Business Analyst II”, #6C “Manager of Procurement” and #6D “Human Resources Assistant” were consolidated and considered together.

**REVISIONS TO JOB DESCRIPTIONS
BUSINESS SYSTEMS ANALYST I**

To: Personnel, Pension and Insurance Committee for consideration on February 9, 2022

Staff is recommending that the Classification System be amended to include the *Business Systems Analyst I* classification. A copy of the proposed Specification is attached. The salary allocation of EE10 (range of \$ 82,488.44 to \$107,234.98).

This proposed job specification changes will provide a mid-level IT role to help attract qualified candidates to best support Information Systems capabilities. In this role, the Business Systems Analyst I will learn District Information Systems and be able to advance to the next level.

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

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

RESOLVED: That the Job Specification for Business Systems Analyst I be amended to include the Business Systems Analyst I classification allocated to EE10 (copy of job specification attached).

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE:

BUSINESS SYSTEMS ANALYST I

JOB SUMMARY

The purpose of this classification is to assist higher level classifications with professional administrative work involving the operational support of administrative systems and in the delivery of solutions for technical project requirements. Assists with developing and deploying approved solutions collaboration with business partners and external service providers. Supports changes providing clear communication, documentation and training to users.

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.

- Supports business groups to advance projects and support business objectives.
- Creates, develops and analyzes functional requirements of system to improve business processes.
- Manages requirements to ensure that they are documented properly and easy to find for future reference.
- Updates requirement traceability information and record requirements status in the course of the project.
- Monitors changes to baseline requirements using approved change management processes and tools.
- Contributes to the development of test plans and test scripts, and perform test execution.

- Coordinates resolution of Enterprise Systems support issues with IT staff, suppliers and functional users.
- Maintains support of technical solutions and maintains service levels for the Business.
- Assists with information gathering and in the preparation of reports.
- Keeps current on new technologies by reading literature, attending conferences and seminars, taking classes, and participating in technical societies, as appropriate.
- Performs special assignments, as directed; researches business problems; drafts and presents recommendations.
- Attends training sessions, seminars, and staff meetings; and provides training to other District staff as assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Information Technology.

MINIMUM QUALIFICATIONS

Bachelor's degree in Business Analytics, Management Information Systems, Computer Science, Finance, Business Administration, or a related field, supplemented by two (2) years previous experience or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUIREMENTS

Must have a valid driver's license. Others to be defined based on specific skills being recruited for at the time.

PERFORMANCE APTITUDES

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: 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.

REVISIONS TO JOB DESCRIPTIONS BUSINESS SYSTEMS ANALYST

To: Personnel, Pension and Insurance Committee for consideration on February 9, 2022

Staff is recommending that the Job Specifications and Title be amended for the current *Business Systems Analyst* classification to *Business Systems Analyst II* with the proposed specification changes as attached. The salary allocation of EE12 would remain the same (range of \$90,934.71 to \$118,215.11).

This proposed job specification changes will be used to attract and retain qualified candidates with skills sets to help advance the capabilities of Information Systems.

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 *Business Systems Analyst* Job Specification be amended to change the title to *Business Systems Analyst II*, with the wording changes to the job specifications be amended as indicated on the attached with no change to the salary allocation EE12.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'Scott W. Jellison', written in a cursive style.

Scott W. Jellison
Chief Executive Officer

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: BUSINESS SYSTEMS ANALYST II

JOB SUMMARY

The purpose of this classification is to perform professional administrative work involving the study, analysis and assessment of administrative systems and business operations for the purpose of developing business solutions, management tools, and policies and procedures to improve business resilience, efficiency and effectiveness. Works with MDC business partners to assess requirements and identify the best-fit solution that will deliver sustainable results. Develop and deploy approved solutions through process improvement, application configuration or a combination of methods in close collaboration with business partners and external service providers. Manages changes providing clear communication, documentation and training to users. Documents system requirements, defines scope and objectives and creates and maintains system specifications that support best business practices. 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.

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.

- Manage relationship between business process owners and IT to advance projects and develop business solutions.
- Manages the expectations and requirements of the business and IT.
- Creates, develops and analyzes functional requirements of system to improve business processes. Establish and implement change control and best practices with regards to system maintenance, configuration, development, testing, data integrity, etc.
- Review existing computer systems to understand capabilities, scheduling and workflow limitations, and make recommendations, including upgrading to and purchasing new equipment or software packages. Maintain, test and monitor computer systems and programs while coordinating installations of new programs and systems.
- Manages requirements to ensure that they are documented properly and easy to find for future reference.
- Manages requirement traceability information and record requirements statuses across multiple projects.
- Manages changes to baseline requirements using approved change management processes and tools.
- Leads the development of test plans and test scripts, and perform test execution.
- Manages resolution of Enterprise Systems support issues with IT staff, suppliers and functional users.

Metropolitan District Commission • Business Systems Analyst

- ~~Measures and manages service level agreements between IT and the Business.~~
- ~~Manages and maintains the document management financial system. Organizes and maintains records, provides user and document permissions, and provides user system training.~~
- ~~Creates and maintains document management architecture in the document management/content manager system. Configures the document management system for Clean Water Projects and Capital Improvement Projects.~~
- ~~Creates workflows for the capital improvement projects.~~
- Compiles information; and prepares a variety of records and reports.
- ~~Leads market research on emerging tools, technologies and processes by reading literature, attending conferences and seminars, taking classes, and participating in technical societies, as appropriate.~~
- ~~Performs/Leads~~ 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

Works under the general supervision of a ~~the Director of Information Technology Manager.~~

MINIMUM QUALIFICATIONS

Bachelor's degree in ~~Business Analytics, Management Information Systems, Computer Science, Finance, Business Administration~~business-administration, or a related field, supplemented by ~~six (6)~~ six (6) years previous experience ~~and/or training involving analysis of business systems and the use of common database and spreadsheet software;~~ or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

SPECIAL REQUIREMENTS

~~To be defined based on specific skills being recruited for at the time.~~ None.

PERFORMANCE APTITUDES

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: 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.

REVISIONS TO JOB DESCRIPTIONS MANAGER OF PROCUREMENT

To: Personnel, Pension and Insurance Committee for consideration on February 9, 2022

Staff is recommending that the Classification System be amended to include the revised position of *Manager of Procurement*. This position currently exists within the District's job classification structure and, as currently constituted, works under the general direction of the Chief Financial Officer. Staff recommends that this position work under the general direction of the Chief Administrator Officer. Additionally, staff recommends that language be amended in the Minimum Qualifications section of the job specification as follows. To remove language that states that practical experience is not an acceptable substitute for the degree requirement and to add language to allow for an equivalent combination of education, training, and experience.

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

Resolved: That the job specification for *Manager of Procurement* be amended as recommended

Respectfully submitted,



Scott W. Jellison
Chief Executive Officer

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: MANAGER OF PROCUREMENT

PURPOSE OF CLASSIFICATION

The purpose of this classification is to manage the operations, staff, and resources of the District's purchasing/procurement functions. The Manager of Procurement is responsible for the development, implementation and management of policies and procedures related to the acquisition of materials and services required to support the District's operating and capital requirements. This position will work under the direction of the Chief Administrative Officer.

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 manages the District's procurement functions; develops and recommends procurement policies and procedures which facilitate securing the best quality materials, equipment, supplies and services at the best price; establishes work priorities and assignments; and allocates resources to meet the personnel, material and equipment needs of purchasing projects and operations.

Negotiates, creates, and manages contracts for all District functions. Works closely with technical staff to determine needs, provide organizational leadership in preparation, solicitation and evaluation of RFQs/RFPs/RFSs/RFIs. This also includes preparing cost/price analyses, acting as liaison between the District and contractors in administering and managing related contractual issues. Prepares written reports and correspondence as required. Maintains compliance files in accordance with the District policies/procedures. Maintains contacts with all pertinent markets in which the District will operate.

Reviews and analyzes complex solicitations, budgetary estimates and price proposals from subcontractors/vendors in accordance with the District's Charter, labor, taxation, commercial and other applicable laws to determine reasonableness of prices and proposal terms and conditions.

Ensures procurement staff's compliance with procurement and subcontracting policies as adopted by the District. Develops and recommends procurement structures that best utilize staff to achieve long and short-range goals.

Reviews documentation for all contracts and purchase orders involving large amounts to ensure compliance with industrial and government contract requirements and internal policies and procedures.

Exercises authority to execute contracts (up to the maximum amount of their delegated authority), negotiates and issues contract amendments (change orders), purchase orders, and agreements in accordance with the delegation of signature authority established by District management.

Maintains awareness of changes in government regulations and develops recommendations regarding the District's policies and practices.

Applies knowledge of commercial law, Federal Acquisition Regulations (FARs) and supplemental acquisition regulations of government agencies as they apply and influence aspects of contract administration, procurement, and subcontracting.

Develops, maintain and report on key performance indicators which highlight the Procurement function performance. Make recommendations for improving operational efficiency and control.

Documents and periodically review the internal control structure within the Procurement function to ensure proper compliance with all policies and procedures.

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

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

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

Operates a personal computer proficiently, and general office equipment as necessary to complete essential functions, to include highly skilled use of word processing, spreadsheet, database, or other system software.

Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Business, Finance, Accounting or related field with a minimum of seven (7) years of procurement management experience and a minimum of five (5) years of experience in public sector procurement (federal, state or local government), ~~or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills and abilities for this job. Practical experience is not an acceptable substitute for degree requirement.~~ Master's Degree in Business Administration and/or professional certification such as Certified Public Purchasing Officer, Certified Professional Purchasing ~~Manager~~ Officer, ~~Certified Professional Purchasing Manager~~, or equivalent certifications are desirable.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

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 apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility; and to apply principles of persuasion and/or influence over others in a supervisory capacity.

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 require ability to utilize principles of fractions and/or interpret graphs.

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 workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual 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.

ADDITIONS TO JOB DESCRIPTIONS HUMAN RESOURCES ASSISTANT

To: Personnel, Pension and Insurance Committee for consideration on February 9, 2022

Staff is recommending that the Classification System be amended to include the *Human Resources Assistant* classification. A copy of the proposed Specification is attached. The salary allocation of EE06 (range of \$ 72,714.88 to \$87,257.86).

This proposed job specification will fill a gap in the current structure of HR. This will enhance the District's opportunity to attract and retain qualified Human Resources candidates while also providing a structure for growth and advancement within the HR structure. In this role, the Human Resources Assistant will learn more about Human Resources and the District and will be able to advance to the next level positions which will help with succession planning and institutional knowledge.

It is therefore RECOMMENDED that it be:

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

RESOLVED: That the Job Specification for Human Resources Assistant position be adopted and allocated to EE06.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

**METROPOLITAN DISTRICT COMMISSION
CLASSIFICATION DESCRIPTION**

CLASSIFICATION TITLE: HUMAN RESOURCES ASSISTANT

JOB SUMMARY

This is responsible dedicated Human Resources position. Work involves providing support for various human resources programs, which may involve recruitment, selection, job classification, compensation, employee benefits, organizational effectiveness, labor relations, regulatory compliance, performance evaluation, payroll interaction, safety, worker's compensation, risk management, training/development, or other human resources issues.

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.

- Serves as a liaison to recruitment activities for the District. Actively and effectively partners with District constituents, throughout the recruitment and staffing processes. Guide hiring managers and other associated users through the online applicant tracking system, job posting and interview process. Answers questions from employees and applicants about employment procedures and policies, benefits, and other Human Resources-related topics.
- Supports business groups to advance projects and support business objectives
- Collaborates with third-party reference and pre-employment background checking vendors. Completes employment and other related verifications. Conducts new employee orientations, ensuring all appropriate documentation is completed within established time constraints and consistent with plan guidelines.
- Maintains timely and accurate data on both internal systems and the District HRIS system in compliance with established data integrity standards. Works with the Human Resources staff to process new employee payroll set-up and inputs and maintains Human Resource records.
- Actively participates in the evaluation of existing HR business and technological processes in an effort to continuously improve operational effectiveness.

- Assists the HR management team in the preparation and tracking of valuable professional learning and developmental opportunities for the District community. Coordinates in person and online training programs for District employees.
- Assists in multiple aspects of Workers' Compensation claims. Working in conjunction with the appropriate parties, ensures absences are recorded and continued follow-up is completed. Acts as a liaison between the supervisor, employee and insurance carrier when appropriate.
- Assists with annual compliance reporting. Assists with the preparation of documentation in support of departmental audits, unemployment and/or insurance claims, labor relations, salary surveys, Affirmative Action Plan statistics.
- Actively participates in various annual HR projects, initiatives, programs and special events as necessary and/or appropriate.
- Performs other duties of a similar or related level and assists with special projects as necessary or assigned.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Human Resources.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Human Resources, Public Administration, Industrial Relations, or a closely related field; supplemented by a minimum of two (2) years previous experience and/or training that includes personnel administration in a union or corporate environment; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

PERFORMANCE APTITUDES

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: 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.

Commissioner Currey made a motion to amend agenda items #6B “Business Analyst II”, #6C “Manager of Procurement (Revised), to require a valid drivers license, as shown above in redline. The amendment was passed unanimously.

On motion made by Commissioner Sweezy and duly seconded, the reports for resolutions agenda items #6A “Business Analyst I”, #6B “Business Analyst II”, #6C “Manager of Procurement” and #6D “Human Resources Assistant” were received and the resolutions adopted by unanimous vote of those present.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

Tania Stavola, MDC Consumer, MDC Engineering Technician 3, and representing 3713, asked questions regarding allocating money for staff and external services for properties in New Hartford, Burlington and Barkhamsted, and if percentages are designated for internal and external services.

She also asked about the incentive program and what number of employees got a physical prior to the incentive program versus after the program. She asked if metrics are run on high deductible health care and if projections are done when employees switch from the PPO plan to the HDHP.

She also wanted to clarify that unions urged MDC to look at other options before switching from the PPO health care plan to the High Deductible health plan.

ADJOURNMENT

The meeting was adjourned at 7:45 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

May 11, 2022

Date Approved

INVESTMENT SUBCOMMITTEE
PERSONNEL, PENSION AND INSURANCE COMMITTEE
The Metropolitan District
555 Main Street, Hartford
Thursday, February 24, 2022

Present: Commissioners Raymond Sweezy, Alvin Taylor and District Chairman William A. DiBella (3)

Remote

Attendance: Commissioner Maureen Magnan (1)

Absent: Commissioner Dominic Pane (3)

Also

Present: Commissioner Allen Hoffman
Scott W. Jellison, Chief Executive Officer
Christopher Stone, District Counsel
John S. Mirtle, District Clerk
Christopher Levesque, Chief Operating Officer (Remote Attendance)
Kelly Shane, Chief Administrative Officer
Robert Schwarm, Director of Information Technology (Remote Attendance)
Tom Tyler, Director of Facilities (Remote Attendance)
Jamie Harlow, Director of Human Resources
Olga Cordova, Manager of Human Resources (Remote Attendance)
Diana Phay, Manager of Treasury
Tra Phan, Controller (Remote Attendance)
Carrie Blardo, Executive Assistant to the CEO (Remote Attendance)
Victoria Escoriza, Executive Assistant
David Baker, IT Consultant (Remote Attendance)
Anthony Spaziani, IT Consultant (Remote Attendance)
David Lee, Dahab Associates, Inc.

CALL TO ORDER

District Counsel Christopher R. Stone called the meeting to order at 12:01 PM

ELECTION OF CHAIRPERSON

District Counsel Stone called for the election of the Chairperson. Commissioner Taylor placed Commissioner Raymond Sweezy's name in nomination, the nomination was duly seconded.

There being no further nominations, the nominations were closed. Commissioner Sweezy was elected Chairperson of the Personnel, Pension and Insurance Investment

Subcommittee for 2022 and 2023. Chairperson Sweezy assumed the Chair and thanked the Personnel, Pension and Insurance Investment Subcommittee.

ELECTION OF VICE CHAIRMAN

Chairman Sweezy called for the election of the Vice Chairperson. District Chairman DiBella placed Commissioner Alvin Taylor's name in nomination and the nomination was duly seconded.

There being no further nominations, the nominations were closed. Commissioner Alvin Taylor was elected Vice Chairperson of the Personnel, Pension and Insurance Investment Subcommittee for 2022 and 2023.

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by District Chairman DiBella and duly seconded, the meeting minutes of November 30, 2021 were approved.

PENSION PLAN INVESTMENT PERFORMANCE

David Lee from Dahab Associates, Inc. briefed the Personnel, Pension and Insurance Investment Subcommittee on the pension plan investment performance.

OPEB INVESTMENT PERFORMANCE

David Lee from Dahab Associates, Inc. briefed the Personnel, Pension and Insurance Investment Subcommittee on the OPEB investment performance.

District Chairman DiBella made a motion to recommend to the Personnel, Pension and Insurance Committee changing the OPEB investment policy guidelines asset allocation to 70% Large Cap Equity and 30% Fixed Income.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 12:37 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

May 23, 2022

Date Approved

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

The Metropolitan District
555 Main Street, Hartford
Wednesday, May 11, 2022

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

Remote

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

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

Also

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

CALL TO ORDER

Chairman Taylor called the meeting to order at 3:49 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of February 9, 2022 were approved.

ARTHUR J. GALLAGHER & CO. INSURANCE COVERAGE ANALYSIS REPORT

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

AMEND OPEB INVESTMENT POLICY & GUIDELINES' ASSET ALLOCATION

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

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

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

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

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

It is therefore RECOMMENDED that it be:

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

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

Respectfully Submitted,

Scott W. Jellison
Chief Executive Officer

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

JOB SUMMARY

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

ESSENTIAL FUNCTIONS

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

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

SUPERVISION RECEIVED

Works under the general direction of the Manager of Treasury.

MINIMUM QUALIFICATIONS

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

SPECIAL REQUIREMENTS

Must have a valid driver's license.

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

PERFORMANCE APTITUDES

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

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

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

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

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

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

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

ADA COMPLIANCE

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

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

Environmental Factors: Essential functions are regularly performed in an office setting without exposure to adverse environmental conditions.

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

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT

RESOLVED: That the PPI Committee does hereby adopt Amendment No. 2 to the 457(f) Plan in substantially the form presented to this meeting, together with any modifications that are determined by counsel for the Employer to be necessary or desirable to effectuate the intention of the 457(f) Plan and to comply with the requirements of the Internal Revenue Code of 1986, as amended; and further

RESOLVED: That the chief executive officer of the Employer or any other officer designated by him be, and each of them hereby is, authorized and empowered, for and on behalf of the Employer, to execute Amendment No. 2 to the 457(f) Plan and to take any and all other actions which may be necessary or desirable to effectuate the intention of the foregoing resolution.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

DRAFT 5/2/2022

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

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

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

APPENDIX A

Participants

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

| <u>Name</u> | <u>Date for Determination of Vesting Date</u> |
|--------------------|--|
| Charles P. Sheehan | December 30, 2013 |
| Scott W. Jellison | June 6, 2020 |

R. Bartley Halloran
Christopher R. Stone

January 1, 2020
January 1, ~~2022~~ 2023

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

Dated this day of , 2022

Witness:

THE METROPOLITAN DISTRICT

By: _____

Name:

Title:

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

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

PETITION FOR DISABILITY RETIREMENT

EXECUTIVE SESSION

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

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

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

RECONVENE

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

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

Pursuant to Section G 1 b. of the General Ordinances, we are recommending that the Personnel, Pension and Insurance Committee approve a Disability Retirement effective July 1, 2022, for Mr. Ronald Spaulding. We have received the employee's written petition for consideration under the Disability Retirement provision. The employee's doctors have provided adequate medical information to support the condition that the employee is permanently disabled and cannot engage in any gainful occupation or employment and an independent medical review has confirmed this position.

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

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

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

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

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

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

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

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

Respectfully Submitted,



Scott W. Jellison
Chief Executive Office

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

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

COMMISSIONER COMMENTS & QUESTIONS

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

ADJOURNMENT

The meeting was adjourned at 5:47 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

June 22, 2022
Date Approved

INVESTMENT SUBCOMMITTEE
PERSONNEL, PENSION AND INSURANCE COMMITTEE
The Metropolitan District
555 Main Street, Hartford
Monday, May 23, 2022

Present: Commissioners Raymond Sweezy and Alvin Taylor (2)

Remote

Attendance: Commissioner Maureen Magnan (1)

Absent: Commissioner Dominic Pane (1)

Also

Present: Commissioner Donald Currey (Remote Attendance)
Commissioner David Drake (Remote Attendance)
Commissioner Allen Hoffman
Commissioner Jackie Mandyck
Scott W. Jellison, Chief Executive Officer
Christopher Stone, District Counsel
Kelly Shane, Chief Administrative Officer (Remote Attendance)
Christopher Levesque, Chief Operating Officer (Remote Attendance)
Robert Barron, Chief Financial Officer
Jamie Harlow, Director of Human Resources
Susan Negrelli, Director of Engineering (Remote Attendance)
Robert Schwarm, Director of Information Technology
Thomas Tyler, Director of Facilities (Remote Attendance)
Diana Phay, Manager of Treasury
Carrie Blardo, Assistant to the Chief Operating Officer
Victoria Escoriza, Executive Assistant (Remote Attendance)
Julie Price, Executive Assistant
Anthony Spaziani, IT Consultant (Remote Attendance)
David Baker, IT Consultant (Remote Attendance)
David Lee, Dahab Associates

CALL TO ORDER

Chairman Sweezy called the meeting to order at 12:01 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Taylor and duly seconded, the meeting minutes of February 23, 2022 were approved.

PENSION PLAN INVESTMENT PERFORMANCE

David Lee from Dahab Associates, Inc. briefed the Personnel, Pension and Insurance Investment Subcommittee on the pension plan investment performance.

OPEB INVESTMENT PERFORMANCE

David Lee from Dahab Associates, Inc. briefed the Personnel, Pension and Insurance Investment Subcommittee on the OPEB investment performance.

OPEB INVESTMENT POLICY CHANGE

Chief Financial Officer Robert Barron briefed the Personnel, Pension and Insurance Investment Subcommittee on OPEB Investment policy changes in the future.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 1:04 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

August 29, 2022

Date Approved

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

555 Main Street, Hartford

Wednesday, June 22, 2022

Present: Commissioners John Avedisian, David Drake, Dominic Pane, Raymond Sweezy and Alvin Taylor (5)

Remote

Attendance: Commissioners Byron Lester and Maureen Magnan (2)

Absent: Commissioners Donald Currey, Alphonse Marotta, Bhupen Patel, Pasquale Salemi and District Chairman William DiBella (5)

Also

Present: Commissioner Allen Hoffman (Remote Attendance)
Scott W. Jellison, Chief Executive Officer
Christopher Stone, District Counsel
John S. Mirtle, District Clerk
Steve Bonafonte, Assistant District Counsel
Kelly Shane, Chief Administrative Officer
Christopher Levesque, Chief Operating Officer (Remote Attendance)
Robert Barron, Chief Financial Officer
Jamie Harlow, Director of Human Resources
Susan Negrelli, Director of Engineering (Remote Attendance)
David Rutty, Director of Operations
Robert Schwarm, Director of Information Technology (Remote Attendance)
Thomas Tyler, Director of Facilities (Remote Attendance)
Olga Cordova, Manager
Tra Phan, Controller
Diana Phay, Manager of Treasury
Carrie Blardo, Assistant to the Chief Operating Officer (Remote Attendance)
Julie Price, Executive Assistant
David Baker, IT Consultant (Remote Attendance)
Becky Sielman, Milliman
Ronni Rausch, Arthur J. Gallagher & Co.

CALL TO ORDER

Chairman Taylor called the meeting to order at 4:01 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of May 11, 2022 were approved.

MILLIMAN UPDATE – PENSION AND OPEB

Becky Sielman from Milliman presented on the pension and OPEB.

OPEB PAY-AS-YOU-GO EXCESS

Commissioner Pane made a motion to move \$5 million from the OPEB Webster Bank cash account to the Wilmington OPEB Trust. The motion was duly seconded and passed by unanimous vote of those present.

GALLAGHER RECOMMENDATIONS FOR INSURANCE COVERAGE

Ronni Rausch from Arthur J. Gallagher & Co. updated the committee on Gallagher's recommendations for insurance coverage.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

COMMISSIONER COMMENTS & QUESTIONS

Commissioner Pane requested clarification on how and why OPEB excess occurred.

Commissioner Sweezy spoke regarding the prior 2003 management study. Chief Executive Officer Scott Jellison stated that staff has been having meetings to review the study and is preparing a response to the 2003 report.

ADJOURNMENT

The meeting was adjourned at 5:41 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

August 10, 2022

Date Approved

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

The Metropolitan District
555 Main Street, Hartford
Wednesday, August 10, 2022

Present: Commissioners John Avedisian, David Drake, Maureen Magnan, Dominic Pane, Bhupen Patel, Raymond Sweezy, Alvin Taylor, and District Chairman William DiBella (8)

Remote

Attendance: Commissioners Donald Currey and Byron Lester (2)

Absent: Commissioners Alphonse Marotta and Pasquale Salemi (2)

Also

Present: Commissioner Joan McCarthy Gentile (Remote Attendance)
Commissioner Allen Hoffman
Scott W. Jellison, Chief Executive Officer
Christopher Stone, District Counsel
John S. Mirtle, District Clerk
Kelly Shane, Chief Administrative Officer
Christopher Levesque, Chief Operating Officer
Robert Barron, Chief Financial Officer
Jamie Harlow, Director of Human Resources
Susan Negrelli, Director of Engineering
David Rutty, Director of Operations
Robert Schwarm, Director of Information Technology (Remote Attendance)
Thomas Tyler, Director of Facilities
Olga Cordova, Manager of Human Resources (Remote Attendance)
Tra Phan, Controller (Remote Attendance)
Zulma Davila, Billing Analyst
Carrie Blardo, Assistant to the Chief Operating Officer
Julie Price, Executive Assistant
David Baker, IT Consultant (Remote Attendance)
Joseph Szerejko, Independent Consumer Advocate (Remote Attendance)

CALL TO ORDER

Chairman Taylor called the meeting to order at 5:01 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

Judy Allen, of West Hartford, requested that certain questions be covered during the discussions regarding agenda item #5 "Approval of Tentative Agreement With A.F.S.C.M.E Local 1026" and agenda item #6 "Changes to Exempt & Excluded Employee Benefits." Her first request was that staff explain why the particular union was

chosen to compare to exempt & excluded employees. She also asked about the health and enhancement program (HEP), stating it doesn't mention dependents in the language, only spouses. She inquired as to if the HEP program also includes vaccinations. Lastly, she asked if there are any other employees not covered by this program.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Sweezy and duly seconded, the meeting minutes of June 22, 2022 were approved.

Without objection, agenda items #4A "Construction & Utility Services Supervisor", #4B "Business Analyst II", and #4C "Human Resources Assistant" were consolidated and considered together.

AMENDMENT TO CLASSIFICATION SYSTEM CONSTRUCTION AND UTILITY SERVICES SUPERVISOR (LOCAL 1026)

TO: Personnel, Pension and Insurance Committee for consideration on August 10, 2022

Staff is recommending that the Job Specification be amended for the *Construction and Utility Services Supervisor* (SS06) to incorporate additional job functions which currently fall under the Survey Chief of Party (SS04) job classification.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. This multi-tasking job description also eliminates the need for the individual job specification for Survey Chief of Party. There is no change to the current pay range of Construction and Utility Services Supervisor (SS06) range of \$99,037.80-\$118,857.49)

Code: 08006
Employee Group: Local 1026
FLSA Status: Non-Exempt

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

**CLASSIFICATION TITLE: CONSTRUCTION AND UTILITY SERVICES
SUPERVISOR**

JOB SUMMARY

This is very responsible construction engineering supervision work involving the guidance, training, correction, direction and coordination of construction and utility services inspectors working on complex utility pipeline and building construction projects.

Work involves responsibility for conformance of construction plans with District technical standards, inspection of water, utility pipelines, house connections, **survey** and coordination of CBYD mark outs.

This position also has the responsibility for making very difficult construction inspection technical field decisions. This work requires that the employee have knowledge, skill and ability in construction inspection methods and supervision.

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, trains, directs and evaluates employees in medium to large construction inspection unit.
- Reviews standard and complex sewer, water and related pipeline and utility service connection plans for conformance with District and technical utility services standards. Identifies problems and determines corrective actions to be taken by developers, contractors and/or engineers.
- Oversees inspection of new and existing utility pipeline and services.
- Oversees house connections, cross connection, CBYD program/Utility Mark out programs.
- Prepares reports, completes forms and compiles information on completed work assignments and employee effort. Analyzes information related to unit effectiveness and efficiency. Assists in the drafting of the unit budget and controlling and accounting for expenditures within fund allocations.
- Trains and counsels employees. Administers Collective Bargaining Agreements. Applies disciplinary action. Assists in employee selection. Assures safe work practices.
- Operates water distribution infrastructure including operating water main and service line valves for the purpose of isolating, pressurizing, or flushing a water main or service and also performs pressure tests, obtains water samples and commissions hydrants.
- Identifies and analyzes opportunities for improving service delivery methods and procedures; identifies and calculates resource needs; coordinates informational reviews and updates with appropriate management staff; and provides guidance and leadership with the implementation of revised, adjusted and/or new work procedures.
- Directs and coordinates the review of work plans for assigned construction inspection services and activities; assigns work activities and projects; monitors and tracks work flow;

reviews and evaluates work products, methods, and procedures; meets with staff to provide input to identify and resolve problems.

- Assigns, reviews, monitors and tracks work performed in the field; performs field inspections and approves construction work; reviews and approves inspector diaries, reports, correspondence, memoranda, and recommendations for change orders and progress payments; confers with construction inspectors, engineers, and contractors regarding contract and plan interpretation, and use and provision of construction materials, or methods. This position ensures compliance with the plans, specifications and internal engineering construction standards. Takes appropriate action to correct or remediate construction issues or concerns.
- Provides staff assistance to higher level management staff; participates as an attendee to a variety of committees; prepares and presents staff reports and other correspondence as appropriate and necessary. Attends and participates in professional group meetings; stay abreast of new trends and innovations in the field on construction inspection.
- Coordinates construction inspection activities with those of other divisions and outside agencies and organizations. Acts as principal liaison between District engineers and contractors.
- Assists in settling disputes arising between contractor and inspector during the performance of the contracts, participates in public meetings and/or hearings, and, addresses and promptly disposes of public complaints.
- Inspects standard and highly complex utility pipeline and building mechanical systems construction. Instructs contractors in construction practices and in correcting construction errors. Enforces inspection decisions. Oversees contractor pressure tests of water, sewer and force main pipelines.
- Maintains detailed records of inspection activities. Compiles and prepares reports.
- May supervise a survey crew to survey property lines, topography, construction layout and completed pipeline projects.
- Performs other related duties as required.

SUPERVISION RECEIVED

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

MINIMUM QUALIFICATIONS

Associate's degree in engineering technology or related field; supplemented by minimum of five (5) years of senior level construction inspection including surveying experience, involving large

scale and complex construction projects and at least one (1) year of lead or supervisory experience; or an equivalent combination of education and qualifying experience on a year-for-year basis.

SPECIAL REQUIREMENTS

Must have a valid driver's license.

State of Connecticut Land Surveying License preferred

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of construction inspection principles and practices.
- Knowledge of land surveying principles and practices. Considerable ability to operate all survey instruments and to survey land and completed construction..
- Ability to inspect utility and building mechanical trades construction safely, effectively and efficiently and with firmness and tact.
- Ability in mathematics as applied to surveying and related operations, and in computers and supporting word processing and spreadsheet applications.
- Ability to establish and maintain effective working relationships with coworkers, contractors, consultants, and the general public. Ability in oral and written communications.
- Knowledge and ability in operational characteristics, services, and activities of a comprehensive construction inspection program including maintaining construction records and to prepare inspection reports.
- Knowledge in modern and complex principles and practices of construction inspection for public works construction.
- Knowledge of OSHA regulations and construction safety precautions pertaining to the work.
- Knowledge in principles of supervision, training, and performance evaluation. Supervise and coordinate construction inspection services. Interpret and explain District construction inspection policies and procedures.
- Read and interpret plans, specifications, maps, drawings, contracts and work orders. Communicate clearly and concisely, both orally and in writing.
- Knowledge of MDC policies and procedures.

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 workstation.

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.

It is therefore RECOMMENDED that it be:

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

RESOLVED: That the Job Specification for *Construction and Utility Services Supervisor* (SS06) position be adopted as updated (copy of job specification attached) and the current Job Specification for *Survey Chief of Party* (SS04) will be eliminated.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

**AMENDMENT TO CLASSIFICATION SYSTEM
ASSISTANT UTILITY MAINTENANCE SUPERINTENDENT (LOCAL 1026)**

To: Personnel, Pension and Insurance Committee for consideration on August 10, 2022

Staff is recommending that the Job Specifications be amended for the Assistant Utility Maintenance Superintendent (SS09) to incorporate Command Center responsibilities, specifically those that currently fall within the Command Center Assistant Superintendent (SS08) job classification. This action is in line with District initiatives to support multi-tasking, specifically between Operations and the Command Center and this amendment is in line with the entire UM series of positions.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. This multi-tasking job description also eliminates the need for the individual job specification for Command Center Assistant Superintendent (SS08) which can therefore be eliminated. There is no change to the current salary grade of Assistant Utility Maintenance Superintendent SS09 (\$114,753.60-\$137,716.80).

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: ASSISTANT UTILITY MAINTENANCE SUPERINTENDENT

JOB SUMMARY

This is highly responsible supervisory position involving the supervision and oversight of utility pipeline repair and maintenance, utility services and command center functions, including staffing, operations and emergency responses and repair and maintenance of utility pipelines and related facilities. ~~supervisory work responsible for workforce management for the repair, construction and maintenance of water and sewer pipeline systems.~~

Work involves responsibility for safe, effective and timely repair, installation and maintenance of water and sewer pipeline systems and providing direction to emergency water and sewer operations, cross connection/backflow inspection operations, Call Before You Dig responses, customer water and sewer inspections and inquiries, construction plan review and permitting, records management, insurance claims response and resolution, and backwater valve and sewer discharge programs and other required customer compliance and assistance programs. Duties include assisting in the direction of heavy equipment and pipeline construction crew operations, assisting with the planning and laying out of projects with engineers, making in-field mark-outs, researching record plans, maintaining paper and digital records -assisting in the direction of repair and maintenance of pipelines, meters, valves, gates, and sewers. Coordinates emergency response of MDC crews and resources. This position also has the responsibility for making difficult pipeline technical and operational decisions. ~~This work requires that the employee have knowledge, skill and ability in utility pipeline repair and maintenance supervision~~

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.

- Assists in planning and directing work objectives and activities of a medium size work division in repairing and constructing water and sewer pipeline systems. Monitors unit or work group activities and recommends correction.
- Assists in planning and directing work objectives and activities in the daily maintenance and operation of the sanitary and storm collection system, meters, water valves, gates, manholes, hydrants, combined sewer overflow sites and closed-circuit inspection services. Monitors unit or work group activities and recommends correction.
- Gathers and analyzes information and prepares reports and draft recommendations. Reviews completed forms.
- Coordinates division operations with other District functions and government agencies. Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives. Schedules snow plowing operations, as necessary.

- Assists in drafting division budgets and in reviewing unit budgets. Reviews unit expenditures and recommends approval.
- Counsels employees and supervises and supplements employee training and counseling. Administers union contract language and oral warnings, and researches and recommends higher level discipline. Reviews employee performance evaluation and reclassification requests and makes recommendations. Assists in employee selection. Assures safe work practices.
- Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives. Coordinates task and project emergencies with government agencies.
- Oversees and supervises all general and elevated communications between federal, state and local agencies and ensure that all federal, state, local and MDC regulations and policies are followed.
- Coordinates work crews and resources for emergency and non-emergency calls.
- Responsible for management of work requests, planning, scheduling, execution and completion of work orders. Responsibility includes prioritizing backlog, work order completion verification with required documentation and follow-on work requirements.
- Responds to major water and sewer emergencies and related problems at any time of day or night, as necessary.
- ~~Schedules traffic direction service by policy and notifies utilities to mark out underground utilities prior to excavation.~~
- Performs related work as required.

SUPERVISION RECEIVED

Works under the general supervision of the Utility Maintenance Superintendent.

MINIMUM QUALIFICATIONS

A high school diploma or the equivalent plus eight (8) years of progressively responsible administrative -utility pipeline repair or construction experience including at least four (4) ~~years at the level of Supervisor or higher of supervisory experience~~, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS

Must have a valid driver's license. Must have, or obtain within one (1) year of hire, a CT Class III Operator Water Distribution System Certificate

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of water and sewer pipeline system construction and repair supervision principles and practices.
- Knowledge of MDC policies and procedures.
- Knowledge of public administration principles and practices as applied to the operation of facilities or programs.
- Knowledge of budget preparation.
- Knowledge of water distribution, sewer collection, and flood control systems.
- Knowledge of federal, state and local compliance regulations.
- Knowledge of the SCADA system and Geographical Information Systems (GIS) and supporting District tools.
- Ability to operate computers, software and systems and other standard office equipment required for performing essential functions.
- Ability to communicate orally and in writing and to coordinate operational and administrative activities or to lead others in a work unit or group.
- Ability to administer policies and procedures including planning, scheduling, budgeting routine, decision-making, and report development and writing.
- Ability to monitor the work of work groups and to supervise a selected work unit.
- Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, customers, and the general public.

ADA COMPLIANCE

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

Sensory Requirements: Some tasks require the ability to perceive and discriminate: (i) visual and/or auditory cues or signals; and/or (ii) odors. 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.

It is therefore RECOMMENDED that it be:

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

RESOLVED: That the Job Specification for *Assistant Utility Maintenance Superintendent* (copy of job specification attached) be amended to include Command Center functions and the current Job Specification for *Command Center Assistant Superintendent (SS08)* will be eliminated.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

**AMENDMENT TO CLASSIFICATION SYSTEM
UTILITY MAINTENANCE SUPERINTENDENT (LOCAL 1026)**

TO: Personnel, Pension and Insurance Committee for consideration on August 10, 2022

Staff is recommending that the Job Specification for the *Utility Maintenance Superintendent* classification from SS10 be amended to incorporate additional job functions which currently fall under the Command Center Superintendent (SS10) job classification. This action is in line with District initiatives to support multi-tasking, specifically between Operations and the Command Center and this amendment is in line with the entire UM series of positions.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. This multi-tasking job description also eliminates the need for the individual job specifications of *Command Center Superintendent* (SS10). There is no change to the current salary grade of *Utility Maintenance Superintendent* SS10 (range of \$120,390.40-\$144,497.60).

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

| | |
|------------------------------|---|
| CLASSIFICATION TITLE: | UTILITY MAINTENANCE SUPERINTENDENT |
|------------------------------|---|

JOB SUMMARY

This is the most responsible supervisory ~~position work in the operations department~~ involving the supervision and oversight direction of utility pipeline maintenance construction and repair, utility services and command center functions, including staffing operations, emergency response and repair and maintenance of utility pipelines and related facilities ~~and the direction of meter and emergency maintenance operations.~~

Work involves responsibility for safe, effective and timely repair, installation and maintenance of water and sewer pipeline systems, providing direction to emergency water and sewer operations, cross connection/backflow inspection operations, Call Before You Dig responses, customer water and sewer inspections and inquiries, construction plan review and permitting, records management, insurance claims response and resolution, the backwater valve and sewer discharge programs and other required customer compliance and assistance programs. Duties include directing heavy equipment and pipeline construction crew operations, planning and laying out projects with engineers, making in-field mark-outs, researching record plans, maintaining paper and digital records, directing repairs and maintenance of pipelines, meters, valves, gates, and sewers. This position also has the responsibility for making very difficult pipeline technical and operational decisions. ~~This work requires that the employee have knowledge, skill and ability in utility pipeline repair and maintenance supervision.~~

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.

- Responsible for workforce management, planning, and direction of a division in repairing and constructing water and sewer pipeline systems. Provides day-to-day employee managerial responsibilities.
- Plans and directs work objectives and activities for a large work unit in the daily maintenance and operation of the sanitary and storm collection system, meters, water valves, gates, manholes, hydrants, combined sewer overflow sites and closed-circuit inspection services.
- Gathers and analyzes information, Determines recommendations and, prepares reports. Determines operating procedures and recommends operating policies.
- Plans, directs and supervises command center operations, including staffing, alarm responses and emergency and non-emergency water and sewer operations.
- Coordinates division operations with other District functions and government agencies. Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives.
- Develops division budgets and reviews unit budgets. Approves unit expenditures within fund allocations

- Develops division budgets and reviews unit budgets. Approves unit expenditures within fund allocations.
- Counsels employees and supervises training. Administers union contract language, oral and, written warnings and suspensions. Recommends higher level discipline. Interviews job candidates and recommends selection. Reviews employee performance evaluation and reclassification requests and makes recommendations. Assures safe work practices.
- Coordinates division operations with other District functions and government agencies. Coordinates unit operations and the personnel, materials and equipment necessary for projects and objectives. Acts as a liaison between customers (state, municipal towns, private contractors, and engineers) and MDC contractors and engineers.
- Oversees and supervises all general and elevated communications between federal, state and local agencies.
- Coordinates work crews and resources for emergency and non-emergency calls.
- Responsible for management of work requests, planning, scheduling, execution and completion of work orders. Responsibility includes prioritizing backlog, work order completion verification with required documentation and follow-on work requirements.
- Responds to major water and sewer emergencies and related problems at any time of day or night, as necessary.
- Performs related work as required.

SUPERVISION RECEIVED

Works under the direction of the Manager of Operations or Manager of Command Center.

MINIMUM QUALIFICATIONS

A high school diploma or the equivalent plus ten (10) years of progressively responsible utility pipeline repair or construction experience including at least six (6) years at the level of Supervisor or higher of supervisory experience, or an equivalent combination of education and qualifying experience substituting on a year-for-year basis.

SPECIAL REQUIREMENTS

Must have a valid driver's license and a CT Class III Operator Water System Distribution Certificate.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of water and sewer pipeline system construction, installation, and repair supervision principles and practices. Knowledge of materials and equipment needed to make repairs.
- Knowledge of MDC policies and procedures.
- Knowledge of public administration principles and practices as applied to the operation of facilities or programs.
- Knowledge of budget development.

- Knowledge of water distribution, sewer collection, and flood control systems.
- Knowledge of federal, state and local compliance regulations.
- Knowledge of the SCADA system and Geographical Information Systems (GIS) and supporting District tools.
-
- Ability to communicate orally and to lead others in operational work groups; good writing ability.
- Ability to administer policies and procedures including planning, scheduling, budgeting, decision-making, and report development and writing.
- Ability to supervise the work of large work groups through subordinate supervisors.
- Ability to establish and maintain effective working relationships with coworkers, vendors, contractors, customers, and the general public.
- Ability to operate computers, software and systems and other standard office equipment required for performing essential functions.
- Ability to resolve emergency situations in a proficient, safe, and timely manner.

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 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.

It is therefore RECOMMENDED that it be:

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

RESOLVED: That the Job Specification for *Utility Maintenance Superintendent SS10* (copy of job specification attached) be amended to include Command Center functions and the current Job Specification for *Command Center Superintendent (SS10)* will be eliminated.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

On motion made by Commissioner Sweezy and duly seconded, the reports for agenda items #4A “Construction & Utility Services Supervisor”, #4B “Business Analyst II”, and #4C “Human Resources Assistant” were received and the resolutions adopted by unanimous vote of those present.

Local 1026 Tentative Agreements

To: Personnel, Pension and Insurance Committee for consideration on August 10, 2022

The District reached a tentative contract settlement agreement with Local 1026 on June 30, 2022. The agreement was made subject to the ratification with Local 1026 and the District’s governing bodies.

Local 1026 conducted ratification voting and provided notice to the District to confirm that the unit had voted to accept the tentative agreement. Staff and legal counsel recommend that the tentative agreement be approved by this Sub-Committee with the recommendation of approval to the full Board of Commissioners.

The significant items of this agreement include:

As to new employees within the bargaining unit hired after December 31, 2022

- Longevity payments-Employees hired after December 31, 2022 are not eligible for longevity payments.
- Pro-Rata Vacation Payment (10 days)- Employees hired after December 31, 2022 are not eligible for Pro-Rata Vacation Payments at retirement.
(Current employees are paid two weeks of additional vacation time at time of retirement)

Applicable to both existing and/or new employees (after December 31, 2022)

- District will implement a Health Enhancement Plan (HEP) in conjunction with the Districts Medical Plan. Health Enhancement Program- helps direct employees and spouses to receive age appropriate preventative wellness care that can help employee/spouse well-being by early detection and prevention.

The Health Enhancement Plan requires enrolled adults to receive age appropriate activities/exams (employee and enrolled spouse).

Both Employee and Spouse are considered compliant by completing age appropriate requirements within the coverage year (i.e. 2023). If Employee and

Spouse are both enrolled, both parties must complete the age appropriate exams/activities to be deemed compliant.

If enrolled individual(s) do not complete age appropriate exams/activities within the coverage year (i.e. 2023), they are deemed non-compliant for the following plan year and are subject to a 5% increase to existing premiums. For example, currently employees pay an 18% premium but will pay 23% if they are non-compliant. Non-Compliance means either the Employee and/or Spouse did not receive the age appropriate medical exams/screenings.

Example of some of the age appropriate exams/activities.

| PREVENTIVE SCREENINGS | AGE | | | | | | |
|---------------------------------------|------------|---------------------|---------------------|---------------------|---|---|---|
| | 0-5 | 6-17 | 18-24 | 25-29 | 30-39 | 40-49 | 50+ |
| Preventive Visit | 1 per year | 1 every other year | Every 3 years | Every 3 years | Every 3 years | Every 2 years | Every year |
| Vision Exam | N/A | N/A | Every 7 years | Every 7 years | Every 7 years | Every 4 years | 50-64: Every 3 years 65+: Every 2 years |
| Dental Cleanings* | N/A | At least 1 per year | At least 1 per year | At least 1 per year | At least 1 per year | At least 1 per year | At least 1 per year |
| Cholesterol Screening | N/A | N/A | Every 5 years (20+) | Every 5 years | Every 5 years | Every 5 years | Every 5 years |
| Breast Cancer Screening (Mammogram) | N/A | N/A | N/A | N/A | N/A | 1 screening between age 45-49** | As recommended by physician |
| Cervical Cancer Screening (Pap Smear) | N/A | N/A | Every 3 years (21+) | Every 3 years | Pap smear only every 3 years or Pap and HPV combo screening every 5 years | Pap smear only every 3 years or Pap and HPV combo screening every 5 years | Pap smear only every 3 years or Pap and HPV combo screening every 5 years to age 65 |
| Colorectal Cancer Screening† | N/A | N/A | N/A | N/A | N/A | 40-44: N/A 45+: Colonoscopy every 10 years, Annual FIT/FOBT to age 75 or Cologuard screening every 3 years | |

The HEP is managed by a third party administrators that works with the District insurance carrier. Notifications are sent to enrolled employees and spouses at various times throughout the year to remind them of required activities (identifies which exams are required) and employees/spouses have access to individual portal to track their progress.

- 1% OPEB Premium Share Participation will be eliminated for all employees.
- Elimination of \$6,000 Life Insurance buy-out at retirement
- General Wage Adjustments
For year 2023, effective December 31, 2022 - 5%
For year 2024, effective December 29, 2023 – 4%

For year 2025, effective December 28, 2024 – 3.5%

For year 2026, effective December 27, 2025 – 3%

- Sick leave -amended contract from monthly accrual to 15-days annually to front loaded 15-days. Pro-rated sick time for new hires.

(Currently the District provides increments of time on a monthly basis for Union employees and annually for E&E employees)

- Sick Leave Payout Upon Termination- formula adjusted to provide a maximum of 100 days paid sick leave (50 days pensionable, 50 days non-pensionable).

(presently the District pays employees up to 60 day of sick leave at retirement- 50 days are pensionable and 10 days are non-pensionable).

Employees upon retirement or death (payable to estate) who have completed at least ten (10) years of service with the District except those discharged, shall on the basis of their wage rate as of the time of separation be paid for fifty percent (50%) of their unused accumulated sick leave to a maximum of one-hundred (100) days (max 50 days pensionable and max 50 days non-pensionable). Substitution of vacation time is not permitted. Not payable upon resignation.

- Eliminate Pro Rata Vacation Payments at retirement – advance vacation payments

(The District currently pays retiring employees, ½ of the following year vacation allotment for retirements before July 1st and the full allotment for retirements July 1st-December 1st)

- Work Clothing/Shoes and Meal Allowances- changed allowance to \$850 annual to consolidate allowances into one payment (clothing, shoes, meals, etc). Payable once per year in February.

(currently the District pays \$425 annually for clothing allowance and meal allowances \$10 per meal based on hours worked. Administratively this process is challenging for the employee and supervisor to track and is administratively burdensome on a weekly pay basis)

- Annual performance appraisals for Local 1026 will be due each July 1st instead of anniversary date.
- Moratorium on Classification Review extended to December 31, 2026

- Vehicle Allowance -remove the additional two dollars (\$2.00) per day for personal vehicle use.

Housekeeping

- Update Discrimination Language of the Collective Bargaining Agreement to be reflective of current regulations.
- Remove the following language from Local 1026 contract:

Employees who are members of the Union as of the date of execution of this agreement will not be required to take oral or written examinations for any vacancy to be filled by posting for a job classification existing as of such date during the time of this agreement, but may elect to do so. All employees will be required to take oral and written examinations for newly credited positions.

- Work Hours- all 1026 employees work 40 hours
(as opposed to having some be 37.5 hours- we do not have any actively employed 1026 employees that work 37.5 hours)
- Update contract with current co-payment structure
(co-payment correction for inpatient and outpatient services- Outpatient listed as 50- s/b100; Inpatient listed as 125 s/b 250)

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 Board of Commissioners of The Metropolitan District hereby authorizes the Chief Executive Officer to implement the terms of the Tentative Agreement executed with the affiliated bargaining units on June 30, 2022 (copy attached) and execute updated collective bargaining agreement with Local 1026 incorporating the terms of the Tentative Agreement.

Respectfully submitted,



Scott W. Jellison
Chief Executive Officer

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

BENEFIT AND CONDITION CHANGES – EXEMPT AND EXCLUDED EMPLOYEES

To: Personnel, Pension and Insurance Committee for consideration on August 10, 2022

SICK LEAVE, STD AND LTD BENEFITS

On July 13, 2015, a resolution was presented and approved unanimously by the Personnel, Pension and Insurance Committee, and the full Board of Commissioners to freeze the Sick Leave Balances for the Exempt and Excluded employees. In addition, employees hired prior to this date would receive the 25% payout of this balance at time of retirement, but employees hired after August 1, 2015 could roll this time from year to year to a maximum of 40 days. In addition to this action, the District established Short-Term and Long-Term Disability programs. These programs proved especially attractive to new employees who have comparatively low time bank balances.

On June 19, 2017, a resolution was presented and approved unanimously by the Personnel, Pension and Insurance Committee, and the full Board of Commissioners to offer a one-time option to employees hired prior to August 1, 2015 to (a) resume the former Sick Leave procedure but at the decreased accrual rate (8 days per year) and without the Short-term Disability program: or (b) continue the present Short-Term Disability Program and to leave their accumulated sick time frozen.

Due to the effects of COVID and an increased need for the use of sick time, and the inability to negotiate this same incentive to union staff, we have observed an inequity in benefits to E&E staff.

Due to this inequity, we are recommending to reinstate the 15 sick days per year to E&E staff and to eliminate the Short-Term and Long-term Disability options.

As to new E&E employees hired after December 31, 2022

(the below proposals are consistent with the Local 1026 proposal identified the tentative agreement)

- Longevity payments-Employees hired after December 31, 2022 are not eligible for longevity payments.
- Pro-Rata Vacation Payment (10 days)- Employees hired after December 31, 2022 are not eligible for Pro-Rata Vacation Payments at retirement.
(Current employees are paid two weeks of additional vacation time at time of retirement)

Applicable to both existing and/or new E&E employees (after December 31, 2022)

(the remaining proposals below are consistent with the Local 1026 proposals identified in the tentative agreement and would be applicable to existing and new E&E employees after 12/31/22)

- Exempt and Excluded employees upon retirement or death (payable to estate) who have completed at least ten (10) years of service with the District except those discharged, shall on the basis of their wage rate as of the time of separation be paid for fifty percent (50%) of their unused accumulated sick leave to a maximum of one-hundred (100) days (max 50 days pensionable and max 50 days non-pensionable). Substitution of vacation time is not permitted. Not payable upon resignation.

(presently the District has a tiered structure related to sick leave payouts for E&E. The District currently pays out up to 60 days of sick leave at retirement for those hired before August 1, 2015 - 50 days are pensionable and 10 days are non-pensionable. For employees hired after August 1, 2015 the District pays out up to 40 days of sick leave which are considered pensionable).

- Longevity payments for existing E&E will be adjusted consistent with Union language:

| | Current | 2023 |
|---------------|---------|-------|
| 10 -<15 years | \$250 | \$275 |
| 15-<20 years | \$350 | \$375 |
| 20-<25 years | \$575 | \$600 |
| 25+ years | \$800 | \$825 |

(this proposal is consistent with the Local 1026 proposal from the tentative agreement and matches Longevity payments which are currently in place for Local 1026)

- General Wage Adjustments

For year 2023, effective December 31, 2022 - 5%

For year 2024, effective December 29, 2023 – 4%

For year 2025, effective December 28, 2024 – 3.5%

For year 2026, effective December 27, 2025 – 3%

- District will implement a Health Enhancement Plan (HEP) in conjunction with the Districts Medical Plan. Health Enhancement Program- helps direct employees

and spouses to receive age appropriate preventative wellness care that can help employee/spouse well-being by early detection and prevention.

The Health Enhancement Plan requires enrolled adults to receive age appropriate activities/exams (employee and enrolled spouse).

Both Employee and Spouse are considered compliant by completing age appropriate requirements within the coverage year (i.e. 2023). If Employee and Spouse are both enrolled, both parties must complete the age appropriate exams/activities to be deemed compliant.

If enrolled individual(s) do not complete age appropriate exams/activities within the coverage year (i.e. 2023), they are deemed non-compliant for the following plan year and are subject to a 5% increase to existing premiums. For example, currently employees pay an 18% premium but will pay 23% if they are non-compliant. Non-Compliance means either the Employee and/or Spouse did not receive the age appropriate medical exams/screenings.

Example of some of the age appropriate exams/activities.

| PREVENTIVE SCREENINGS | AGE | | | | | | |
|---------------------------------------|------------|---------------------|---------------------|---------------------|---|---|---|
| | 0-5 | 6-17 | 18-24 | 25-29 | 30-39 | 40-49 | 50+ |
| Preventive Visit | 1 per year | 1 every other year | Every 3 years | Every 3 years | Every 3 years | Every 2 years | Every year |
| Vision Exam | N/A | N/A | Every 7 years | Every 7 years | Every 7 years | Every 4 years | 50-64: Every 3 years 65+: Every 2 years |
| Dental Cleanings* | N/A | At least 1 per year | At least 1 per year | At least 1 per year | At least 1 per year | At least 1 per year | At least 1 per year |
| Cholesterol Screening | N/A | N/A | Every 5 years (20+) | Every 5 years | Every 5 years | Every 5 years | Every 5 years |
| Breast Cancer Screening (Mammogram) | N/A | N/A | N/A | N/A | N/A | 1 screening between age 45-49** | As recommended by physician |
| Cervical Cancer Screening (Pap Smear) | N/A | N/A | Every 3 years (21+) | Every 3 years | Pap smear only every 3 years or Pap and HPV combo screening every 5 years | Pap smear only every 3 years or Pap and HPV combo screening every 5 years | Pap smear only every 3 years or Pap and HPV combo screening every 5 years to age 65 |
| Colorectal Cancer Screening† | N/A | N/A | N/A | N/A | N/A | 40-44: N/A 45+: Colonoscopy every 10 years, Annual FIT/FOBT to age 75 or Cologuard screening every 3 years | |

The HEP is managed by a third party administrators that works with the District insurance carrier. Notifications are sent to enrolled employees and spouses at various times throughout the year to remind them of required activities (identifies which exams are required) and employees/spouses have access to individual portal to track their progress.

- 1% OPEB Premium Share Participation will be eliminated

- Eliminate Pro Rata Vacation Payments at retirement – advance of next year's vacation time shall be discontinued.

(The District currently pays retiring employees, ½ of the following year vacation allotment for retirements before July 1st and the full allotment for retirements July 1st-December 1st)

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

VOTED: That the Personnel Pension and Insurance Committee recommend to the District Board passage of the above-detailed amendments to benefits and conditions extended to Exempt and Excluded employees:

RESOLVED: That the Exempt and Excluded benefits and conditions be amended as indicated herein and above.

Respectfully submitted,



Scott W. Jellison
Chief Executive Officer

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

**PENSION DISCOUNT RATE & ADOPTION OF THE MORTALITY IMPROVEMENT
SCALE MP-2021 ULTIMATE**

Bob Barron, Chief Financial Officer, discussed the pension discount rate and adoption of the most up-to-date mortality improvement scale.

**OPEB DISCOUNT RATE & ADOPTION OF THE MORTALITY IMPROVEMENT
SCALE MP-2021 ULTIMATE**

Bob Barron, Chief Financial Officer, discussed the OPEB discount rate and adoption of the most up-to-date mortality improvement scale.

JUNETEENTH HOLIDAY

Jamie Harlow, Director of Human Resources, led a discussion on the potential of adding Juneteenth as a District holiday for staff.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

Judy Allen, of West Hartford, thanked staff and the Committee for addressing the questions she posed at the beginning of the meeting.

ADJOURNMENT

The meeting was adjourned at 6:25 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

September 6, 2022
Date Approved

INVESTMENT SUBCOMMITTEE
PERSONNEL, PENSION AND INSURANCE COMMITTEE
The Metropolitan District
555 Main Street, Hartford
Monday, August 29, 2022

Present: Commissioners Maureen Magnan and Alvin Taylor (2)

Remote

Attendance: Commissioner Dominic Pane (1)

Absent: Commissioner Raymond Sweezy (1)

Also

Present: Commissioner Donald Currey
Commissioner Allen Hoffman
Commissioner John Avedisian (Remote Attendance)
Commissioner Byron Lester (Remote Attendance)
Commissioner Bhupen Patel (Remote Attendance)
Scott W. Jellison, Chief Executive Officer
Christopher Stone, District Counsel
John S. Mirtle, District Clerk
Kelly Shane, Chief Administrative Officer
Christopher Levesque, Chief Operating Officer (Remote Attendance)
Robert Barron, Chief Financial Officer
Jamie Harlow, Director of Human Resources
David Ruttly, Director of Operations
Robert Schwarm, Director of Information Technology (Remote Attendance)
Thomas Tyler, Director of Facilities
Olga Cordova, Manager of Human Resources (Remote Attendance)
Carrie Blardo, Assistant to the Chief Executive Officer (Remote Attendance)
Victoria Escoriza, Executive Assistant
Julie Price, Executive Assistant
David Baker, IT Consultant (Remote Attendance)
David Lee, Dahab Associates (Remote Attendance)
Joseph Szerejko, Independent Consumer Advocate (Remote Attendance)

CALL TO ORDER

Chairman Taylor called the meeting to order at 12:02 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Magnan and duly seconded, the meeting minutes of May 23, 2022 were approved.

INVESTMENT PERFORMANCE

David Lee from Dahab Associates gave a presentation regarding the pension and OPEB investment performance.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

Judy Allen of West Hartford stated that David Lee mentioned that the drought in China has affected markets. She asked whether the drought in the United States, specifically out west and near the Colorado River, may affect markets and the pension portfolio in a similar fashion.

COMMISSIONER COMMENTS AND QUESTIONS

Commissioner Currey asked the subcommittee what purpose they think they are serving by reviewing numbers that are two months old.

ADJOURNMENT

The meeting was adjourned at 12:44 PM

ATTEST:



John S. Mirtle, Esq.
District Clerk

November 21, 2022

Date Approved

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

555 Main Street, Hartford

Tuesday, September 6, 2022

Present: Commissioners John Avedisian, Donald Currey, Byron Lester, Dominic Pane, Bhupen Patel and Alvin Taylor (6)

Remote

Attendance: District Chairman William DiBella (1)

Absent: Commissioners David Drake, Maureen Magnan, Alphonse Marotta and Pasquale Salemi (4)

Also

Present: Commissioner Joan Gentile
Commissioner Allen Hoffman
Scott W. Jellison, Chief Executive Officer
Christopher Stone, District Counsel
John S. Mirtle, District Clerk
Kelly Shane, Chief Administrative Officer
Christopher Levesque, Chief Operating Officer
Robert Barron, Chief Financial Officer
Jamie Harlow, Director of Human Resources
David Rutty, Director of Operations
Robert Schwarm, Director of Information Technology (Remote Attendance)
Thomas Tyler, Director of Facilities
Olga Cordova, Manager of Human Resources (Remote Attendance)
Tra Phan, Controller (Remote Attendance)
Carrie Blardo, Assistant to the Chief Executive Officer
Victoria Escoriza, Executive Assistant (Remote Attendance)
Julie Price, Executive Assistant
David Baker, IT Consultant (Remote Attendance)
Dylan Pecego, IT Consultant (Remote Attendance)
Chris Monroe, USI
Joseph Szerejko, Independent Consumer Advocate (Remote Attendance)

CALL TO ORDER

Chairman Taylor called the meeting to order at 4:01 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Pane and duly seconded, the meeting minutes of August 10, 2022 were approved.

Without objection, Agenda Item #4 “Election of Vice Chairperson” and Agenda Item #5 “Appointment to Personnel, Pension & Insurance Investment Subcommittee” were indefinitely postponed by Chairman Taylor.

USI RECOMMENDATION REGARDING SELECTION OF HEALTH INSURANCE PROVIDER

Chris Monroe of USI gave a presentation regarding USI’s recommendation to renew insurance through Anthem Blue Cross/Blue Shield.

Commissioner Patel made a motion, which was duly seconded, to pass the following resolution:

“Be it Hereby Resolved: The Personnel, Pension & Insurance Committee hereby accepts USI’s recommendation and directs staff to renew the medical/dental insurance with Anthem Blue Cross for 2023.”

The motion passed by unanimous vote of those present.

Without objection, Agenda Item #7 “Union Negotiations” was postponed by Chairman Taylor until the meeting of September 19, 2022.

**SETTLEMENT OF WORKERS COMPENSATION CLAIM
ROBERT DELVECCHIO**

TO: Personnel, Pension and Insurance Committee for consideration on September 6, 2022

District Staff recommends approval of a tentative agreement to close out the indemnity portion of Robert Delvecchio’s six open workers compensation claims. This tentative agreement is a full and final settlement of all existing indemnity claims in the amount of \$55,000.00.

If this agreement is approved by the Personnel, Pension and Insurance Committee and the Board of Commissioners, the stipulation would be presented to the Workers’ Compensation Commissioner for final approval.

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 pursuant to Section B2f of the By-Laws of The Metropolitan District, the Board of Commissioners of The Metropolitan District hereby authorizes District Counsel, or his designee, to execute any and all documents necessary to effect settlement of all workers' compensation indemnity claims for Robert Delvecchio in the amount of \$55,000.00, subject to the final approval by the Workers' Compensation Commissioner.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

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

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 5:06 PM

ATTEST:



John S. Mirtle, Esq.
District Clerk

September 19, 2022

Date Approved

PERSONNEL, PENSION AND INSURANCE COMMITTEE

The Metropolitan District
555 Main Street, Hartford
Monday, September 19, 2022

Present: Commissioners Donald Currey, David Drake, Bhupen Patel, Alvin Taylor and District Chairman William DiBella (5)

Remote

Attendance: Commissioners Byron Lester, Maureen Magnan and Dominic Pane (3)

Absent: Commissioners John Avedisian, Alphonse Marotta and Pasquale Salemi (3)

Also

Present: Commissioner Jean Holloway
Scott W. Jellison, Chief Executive Officer
Christopher Stone, District Counsel
John S. Mirtle, District Clerk
Kelly Shane, Chief Administrative Officer
Christopher Levesque, Chief Operating Officer
Robert Barron, Chief Financial Officer
Jamie Harlow, Director of Human Resources
Robert Schwarm, Director of Information Technology (Remote Attendance)
Thomas Tyler, Director of Facilities (Remote Attendance)
Olga Cordova, Manager of Human Resources (Remote Attendance)
Diana Phay, Diana Phay, Manager of Treasury
Tra Phan, Controller (Remote Attendance)
Carrie Blardo, Assistant to the Chief Executive Officer
Victoria Escoriza, Executive Assistant (Remote Attendance)
Julie Price, Executive Assistant
David Baker, IT Consultant (Remote Attendance)
Becky Sielman, Milliman
Ronni Rausch, Arthur J. Gallagher & Co.

CALL TO ORDER

Chairman Taylor called the meeting to order at 12:13 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by District Chairman DiBella and duly seconded, the meeting minutes of September 6, 2022 were approved.

Without objection, Commissioner Taylor changed the order of the agenda to take up item #7, "REPORT FROM ARTHUR J. GALLAGHER & CO. AND POTENTIAL ACTION RE: DISTRICT INSURANCE COVERAGE SELECTION: first.

Ronni Raush from Arthur J. Gallagher & Co. provided a presentation regarding the Districts' insurance coverage selection.

INSURANCE COVERAGE APPROVAL

To: Personnel, Pension and Insurance Committee

September 19, 2022

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

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

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

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

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

FURTHER

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

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

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

Without objection, Commissioner Taylor changed the order of the agenda to take up item #8, "REIMBURSEMENT OF INTERNAL SERVICE FUND FOR OPEB COSTS" and #9, "REPORT FROM MILLIMAN INC." out of order.

REIMBURSEMENT OF INTERNAL SERVICE FUND FOR OPEB COSTS

Chief Financial Officer Robert Barron provided a report regarding the reimbursement of internal service fund for OPEB Costs.

PENSION & OPEB JANUARY 1, 2022 VALUATION

Becky Sielman of Milliman provided a report on the Pension and OPEB January 1, 2022 Valuation

PENSION DISCOUNT RATE & ADOPTION OF THE MORTALITY IMPROVEMENT SCALE MP-2021 ULTIMATE

To: Personnel, Pension and Insurance Committee

September 19, 2022

Staff recommends the reduction of the discount rate for the Pension plan to 6.625% and the adoption of the MP-2021 Ultimate mortality improvement scale for the 1/1/2022 plan evaluations. This represents an annual reduction of 1/8th of 1% in the discount rate and a move to the most recent mortality table. The impact of this recommendation on the 2023 contribution will be a reduction of \$476,437 or 5.2% from the current 2022 pension contribution of \$9,141,064.

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

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

RESOLVED: That the Pension plan's discount rate be decreased to 6.625% and to adopt the mortality improvement scale MP-2021 Ultimate effective for the January 1, 2022 valuation.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

Milliman Actuarial Valuation

June 22, 2022

RETIREMENT PLAN FOR EMPLOYEES OF THE METROPOLITAN DISTRICT

Highlights of the January 1, 2022 Valuation

Summary of Key Results

January 1, 2022 Results

| | 2021 Valuation | Baseline No Changes | Updated Mortality | Lower Interest Rate |
|--|-------------------|------------------------|-------------------------|---------------------------|
| Mortality Improvement Basis | MP-2019 Ultimate | MP-2019 Ultimate | MP-2021 Ultimate | MP-2021 Ultimate |
| Interest Rate | 6.75% | 6.75% | 6.75% | 6.625% |
| Accrued Liability | \$316,125,499 | \$324,398,194 | \$319,646,279 | \$323,759,839 |
| Actuarial Value of Assets | 232,515,605 | 250,046,904 | 250,046,904 | 250,046,904 |
| Unfunded Accrued Liability | 83,609,894 | 74,351,290 | 69,599,375 | 73,712,935 |
| Funded Ratio | 73.6% | 77.1% | 78.2% | 77.2% |
| Amortization Period | 18 | 17 | 17 | 17 |
| Amortization Growth Rate | 3.50% | 3.50% | 3.50% | 3.50% |
| Past Service Cost | 5,964,119 | 5,537,191 | 5,183,300 | 5,443,055 |
| Total Normal Cost | 4,821,667 | 4,845,109 | 4,765,843 | 4,904,337 |
| Expected Employee Contributions | 2,304,728 | 2,305,156 | 2,305,130 | 2,305,130 |
| Expected Expenses | 82,000 | 84,000 | 84,000 | 84,000 |
| Net Normal Cost | 2,598,939 | 2,623,953 | 2,544,713 | 2,683,207 |
| Interest | 578,006 | 550,877 | 521,641 | 538,365 |
| Actuarially Determined Contribution | 9,141,064 | 8,712,021 | 8,249,654 | 8,664,627 |
| For Fiscal Year | 2022 | 2023 | 2023 | 2023 |

This work product was prepared solely for the District for the purposes described herein and may not be appropriate to use for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing the Milliman work product.

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

**OTHER POST-EMPLOYMENT BENEFIT (OPEB) DISCOUNT RATE &
ADOPTION OF THE MORTALITY IMPROVEMENT SCALE MP-2021
ULTIMATE**

To: Personnel, Pension and Insurance Committee

September 19, 2022

Staff recommends the reduction of the discount rate for the Other Post-Employment Benefit (OPEB) plan to 6.625% and the adoption of the MP-2021 Ultimate mortality improvement scale for the 1/1/2022 plan evaluations. This represents an annual reduction of 1/8th of 1% in the discount rate and a move to the most recent mortality table.

The impact of this recommendation on the 2023 contribution will be a reduction of \$2,580,330 or 24.1% from the current 2022 OPEB contribution of \$10,701,005.

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

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

RESOLVED: That the Other Post-Employment Benefit (OPEB) plan's discount rate be decreased to 6.625%, future annual Actuarially Determined Contributions

include an administrative expense load, and to adopt the mortality improvement scale MP-2021 Ultimate effective for the January 1, 2022 valuation.

Respectfully Submitted,



Scott W. Jellison
Chief Executive Officer

Milliman Actuarial Valuation

6/22/2022

The Metropolitan District Other Post-Employment Benefits Plan
Highlights of the January 1, 2022 Valuation

| | 2020 Full Valuation Results | 2021 Interim Valuation Results | January 1, 2022 Results | | |
|---|-----------------------------------|--------------------------------------|-------------------------|--|-------------------------------------|
| | | | Baseline Results* | Update Mortality; Add Load for Administrative Expenses | Lower Interest Rate to 6.625% |
| For FY | 2021 | 2022 | 2023 | 2023 | 2023 |
| Mortality Improvement Basis | MP-2019 Ult. | MP-2019 Ult. | MP-2019 Ult. | MP-2021 Ult. | MP-2021 Ult. |
| Interest Rate | 6.875% | 6.75% | 6.75% | 6.75% | 6.625% |
| Accrued Liability | \$172,960,460 | | \$120,277,561 | \$117,670,775 | \$120,882,601 |
| Market Value of Assets | 3,533,602 | | 15,933,067 | 15,933,067 | 15,933,067 |
| Unfunded Accrued Liability | 169,426,858 | 171,582,213 | 104,344,494 | 101,737,708 | 104,949,534 |
| Funded Ratio | 2.0% | | 13.2% | 13.5% | 13.2% |
| Amortization Period (30 years starting in FY 2020; pension uses 17 years for FY 2023) | 30 | 29 | 28 | 28 | 28 |
| Amortization Growth Rate (matches pension funding policy) | 3.50% | 3.50% | 3.50% | 3.50% | 3.50% |
| Past Service Cost | 8,655,795 | 8,823,190 | 5,558,434 | 5,419,570 | 5,442,010 |
| Total Normal Cost | 2,746,537 | | 1,831,765 | 1,789,571 | 1,896,697 |
| Expected Employee Contributions | 479,955 | | 433,889 | 433,889 | 433,889 |
| Expected Administrative Expenses | 0 | | 0 | 86,000 | 86,000 |
| Net Normal Cost | 2,266,582 | 2,420,929 | 1,397,876 | 1,441,682 | 1,548,808 |
| Interest | 750,913 | 758,978 | 478,246 | 471,711 | 463,142 |
| Actuarially Determined Contribution (ADC) | 11,673,290 | 12,003,097 | 7,434,556 | 7,332,963 | 7,453,960 |
| Expected retiree costs | 10,141,348 | 10,142,965 | 7,875,055 | 7,867,406 | 7,867,406 |
| Incremental prefunding cost = ADC - expected retiree costs | 1,531,942 | 1,860,132 | 0 | 0 | 0 |
| Phase-In percentage (based on 10 years starting in FY 2020) | 20% | 30% | 40% | 40% | 40% |
| MDC Contribution to OPEB Trust = Phase-in % x incremental prefunding cost | 306,388 | 558,040 | 0 | 0 | 0 |
| Total MDC Cost = Contribution to OPEB Trust + expected retiree costs | 10,447,736 | 10,701,005 | 7,875,055 | 7,867,406 | 7,867,406 |

* Reflects updated medical and dental claims / premiums as of January 1, 2022

This work product was prepared solely for the District for the purposes described herein and may not be appropriate to use for other purposes. Milliman does not intend to benefit and assumes no duty or liability to other parties who receive this work. Milliman recommends that third parties be aided by their own actuary or other qualified professional when reviewing the Milliman work product.

District Chairman DiBella made a motion to amend the resolution as shown above in red line. The amendment was duly seconded and adopted by unanimous vote.

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

ELECTION OF VICE CHAIRMAN

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

There being no further nominations, the nominations were closed. Commissioner Donald Currey was elected Vice Chairperson of the Personnel, Pension and Insurance Committee for 2022 and 2023.

**APPOINTMENT TO PERSONNEL, PENSION & INSURANCE INVESTMENT
SUBCOMMITTEE**

Without objection, Commissioner Taylor nominated Commissioner Bhupen Patel to the Personnel, Pension and Insurance Investment Subcommittee.

Without objection, Agenda Item #6 "PPI MEMBER ON 457B DEFERRED COMPENSATION COMMITTEE" was postponed by Chairman Taylor until the next meeting.

Without objection, Agenda Item #11 "JUNETEENTH HOLIDAY" was postponed by Chairman Taylor until the next meeting.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

COMMISSIONER COMMENTS AND QUESTIONS

Commissioner Taylor recommended another management study be performed and also recommends that an employee climate study be done.

ADJOURNMENT

The meeting was adjourned at 2:17 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

November 2, 2022
Date Approved

PERSONNEL, PENSION AND INSURANCE COMMITTEE

The Metropolitan District

555 Main Street, Hartford

Wednesday, November 2, 2022

Present: Commissioners Donald Currey, David Drake, Byron Lester, Maureen Magnan, Alvin Taylor and District Chairman William DiBella (7)

Remote

Attendance: Commissioners Bhupen Patel (1)

Absent: Commissioners John Avedisian and Pasquale Salemi (2)

Also

Present: Commissioner Jaclyn Mandych
Scott W. Jellison, Chief Executive Officer
Christopher Stone, District Counsel
John S. Mirtle, District Clerk
Kelly Shane, Chief Administrative Officer
Christopher Levesque, Chief Operating Officer (Remote Attendance)
Jamie Harlow, Director of Human Resources
Susan Negrelli, Director of Engineering
David Rutty, Director of Operations
Thomas Tyler, Director of Facilities
Olga Cordova, Manager of Human Resources (Remote Attendance)
Carrie Blardo, Assistant to the Chief Executive Officer
Victoria Escoriza, Executive Assistant
Dylan Pecego, IT Consultant (Remote Attendance)

CALL TO ORDER

Chairman Taylor called the meeting to order at 4:02 PM

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

APPROVAL OF MEETING MINUTES

On motion made by Commissioner Pane and duly seconded, the meeting minutes of September 19, 2022 were approved.

PETITION FOR DISABILITY RETIREMENT

To: Personnel, Pension and Insurance Committee for consideration on November 2, 2022

Pursuant to Section G 1 b. of the General Ordinances, we are recommending that the Personnel, Pension and Insurance Committee approve a Disability Retirement effective December 1, 2022, for Mr. Randy Breakell. We have received the employee's written petition for consideration under the Disability Retirement provision. The employee's doctors have provided adequate medical information to support the condition that the employee is permanently disabled and cannot engage in any gainful occupation or employment and an independent medical review has confirmed this position. The employee has also been approved for Social Security Disability.

A thorough review of this petition was conducted prior to advancing this recommendation for action. The "General Ordinances" provides that disability retirement requests be confirmed against the following definition:

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

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

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

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

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

RESOLVED: That effective December 1, 2022, Mr. Randy Breakell 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 Commissioner Currey and duly seconded, the report was received and resolution adopted by unanimous vote of those present.

APPOINTMENT TO 457b DEFERRED COMPENSATION COMMITTEE

Commissioner Taylor appointed Commissioner Donald Currey to the 457b Deferred Compensation Committee.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

ADJOURNMENT

The meeting was adjourned at 4:12 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

February 1, 2023

Date Approved

INVESTMENT SUBCOMMITTEE
PERSONNEL, PENSION AND INSURANCE COMMITTEE
The Metropolitan District
555 Main Street, Hartford
Monday, November 21, 2022

Present: Commissioner Alvin Taylor and District Chairman William A. DiBella (2)

Remote

Attendance: Commissioners Maureen Magnan, Dominic Pane and Bhupen Patel (3)

Absent: (0)

Also

Present: Commissioner Allen Hoffman
Scott W. Jellison, Chief Executive Officer
Christopher Stone, District Counsel
John S. Mirtle, District Clerk
Kelly Shane, Chief Administrative Officer
Christopher Levesque, Chief Operating Officer (Remote Attendance)
Robert Barron, Chief Financial Officer
Jamie Harlow, Director of Human Resources
Robert Schwarm, Director of Information Technology (Remote Attendance)
Diana Phay, Manager of Treasury
Victoria Escoriza, Executive Assistant
David Lee, Dahab Associates (Remote Attendance)

CALL TO ORDER

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

PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS

No one from the public appeared to be heard.

ELECTION OF VICE-CHAIR

Without objection, this agenda item was postponed.

APPROVAL OF MEETING MINUTES

On motion made by District Chairman DiBella and duly seconded, the meeting minutes of August 29, 2022 were approved.

Commissioner Pane entered the meeting remotely at 12:06 PM

INVESTMENT PERFORMANCE - PENSION

David Lee from Dahab Associates gave a presentation regarding pension investment performance.

INVESTMENT PERFORMANCE - OPEB

David Lee from Dahab Associates gave a presentation regarding OPEB investment performance.

OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

No one from the public appeared to be heard.

COMMISSIONER COMMENTS AND QUESTIONS

There were no Commissioner comments or questions.

ADJOURNMENT

The meeting was adjourned at 12:40 PM

ATTEST:


John S. Mirtle, Esq.
District Clerk

May 19, 2023
Date Approved

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To

**MINUTES OF THE PERSONNEL, PENSION &
INSURANCE COMMITTEE**

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