

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

**FOR THE YEAR  
2024**

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  
2024**

**ALVIN E. TAYLOR** Chairman, Personnel, Pension and Insurance Committee  
**JAMES WOULFE** Vice Chairman, Personnel, Pension and Insurance Committee

JOHN AVEDISIAN	MAUREEN MAGNAN
DIMPLE DESAI	PASQUALE J. SALEMI
DAVID DRAKE	DAVID STEUBER
JOAN GENTILE	ALVIN E. TAYLOR
BYRON LESTER	JAMES WOULFE

# **MINUTES**

**OF**

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

**HELD IN 2024**

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

555 Main Street, Hartford

Wednesday, January 24, 2024

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

**Remote**

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

**Absent:** (0)

**Also**

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

**CALL TO ORDER**

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

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**ELECTION OF CHAIRPERSON**

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

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

There being no further nominations, the nominations were closed.

Commissioner Pane requested a roll call vote.

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

There was a tie of five (5) votes for Commissioner Avedisian and five (5) votes for Commissioner Taylor. The votes were as follows:

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

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

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

**ELECTION OF VICE CHAIRPERSON**

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

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

There being no further nominations, the nominations were closed.

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

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

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

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

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

### **APPROVAL OF MEETING MINUTES**

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

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

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

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

### **ELECTION OF CHAIRPERSON**

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

Commissioner Gentile placed her vote for Commissioner Taylor.

The votes were as follows:

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

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

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

At 4:53 PM, Commissioner Taylor assumed Chair.

## WORKERS COMPENSATION

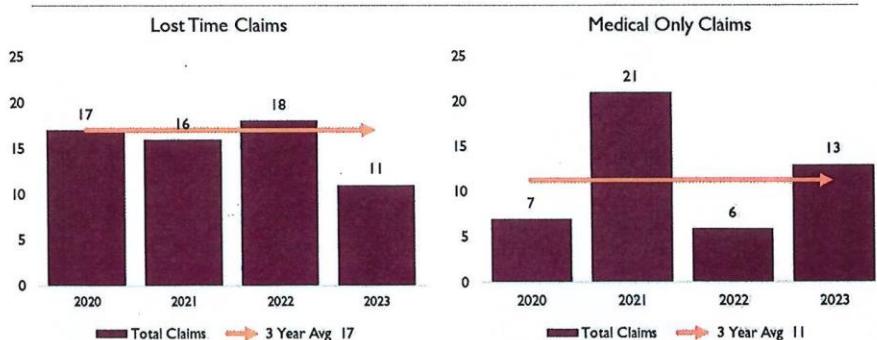
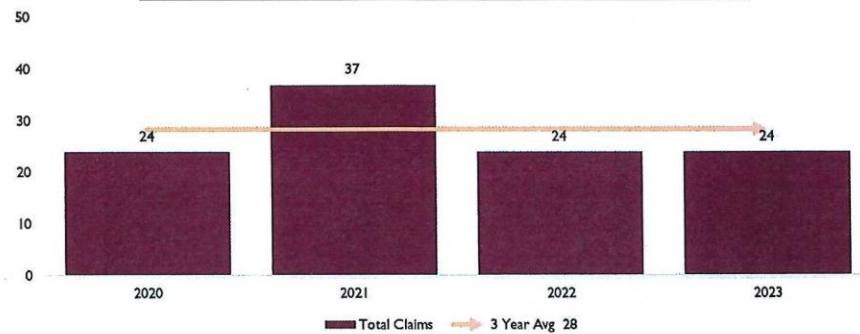
Brian Downs, Vice President of Workers Comp Trust, presented an executive summary of the Self-Insured Workers' Compensation Program with an overview of 2023 claims included in his report.


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

### SELF-INSURED WORKERS' COMPENSATION PROGRAM

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

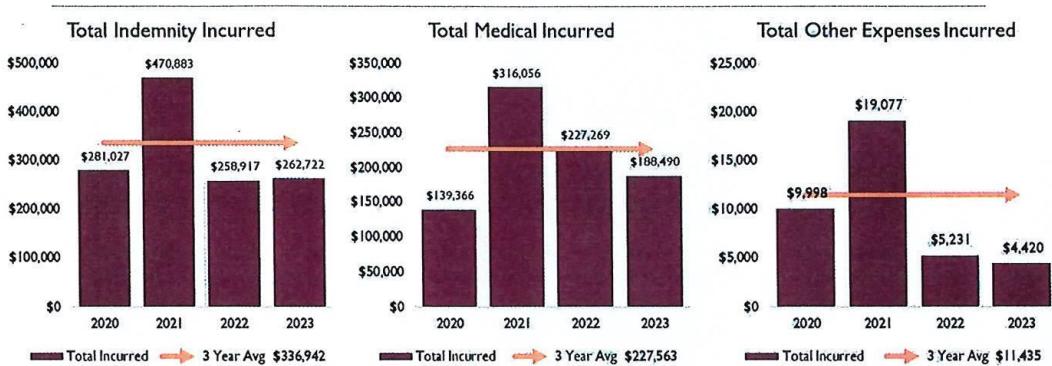
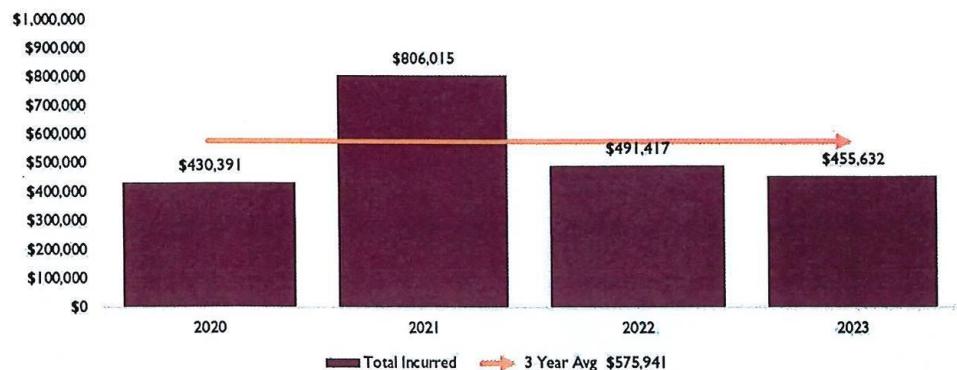
#### Total Number of Claims - Policy Year Comparison



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

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

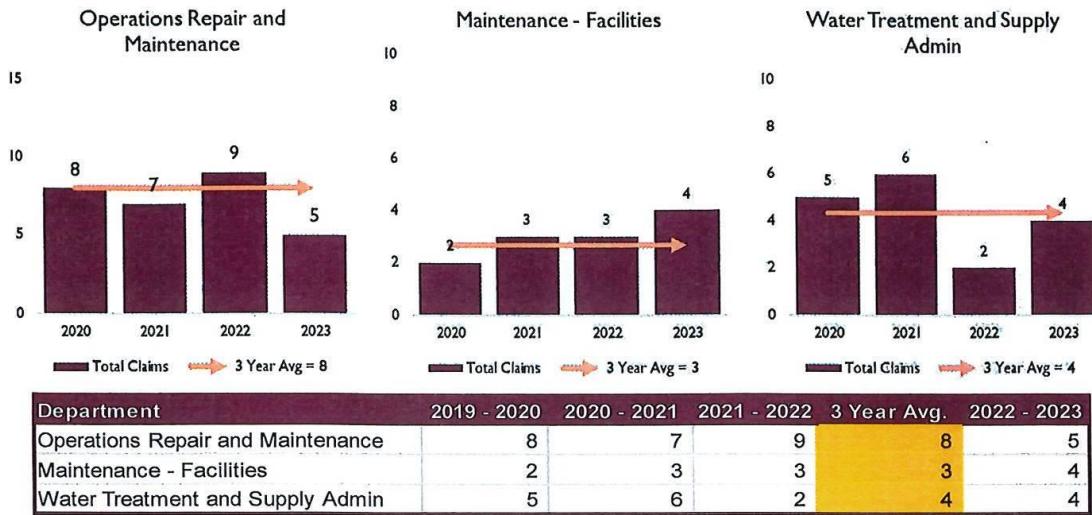
### Total Incurred - Policy Year Comparison



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

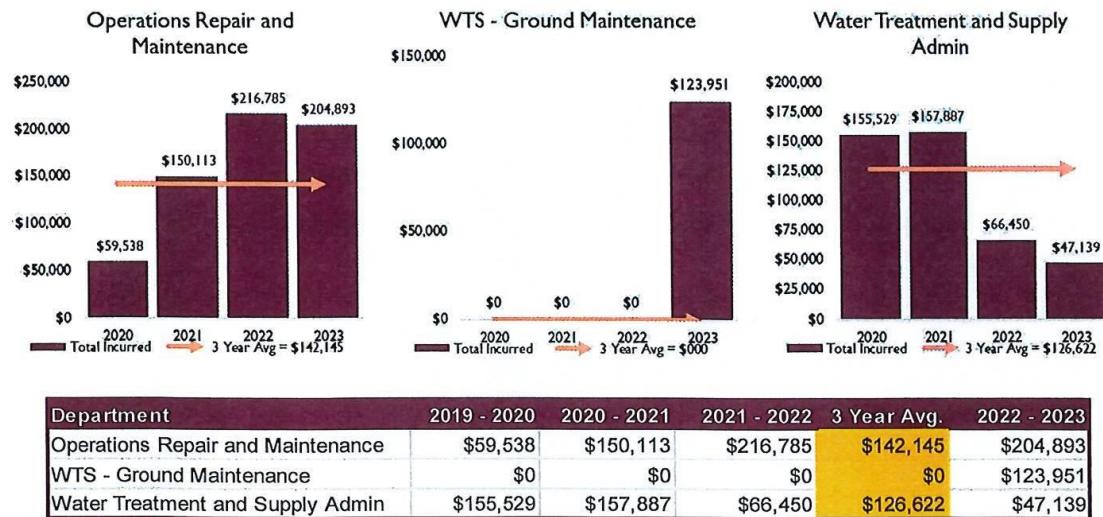
**Total Incurred** decreased from 7% from \$491,417 in policy year 2022 to \$455,632 in policy year 2023 and decreased 26% when compared to its three year average. **Total Indemnity Incurred** increased slightly when compared to policy, however decreased 22% when compared to its three year average. **Total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

### “TOP 3” Departments with Highest Number of Claims

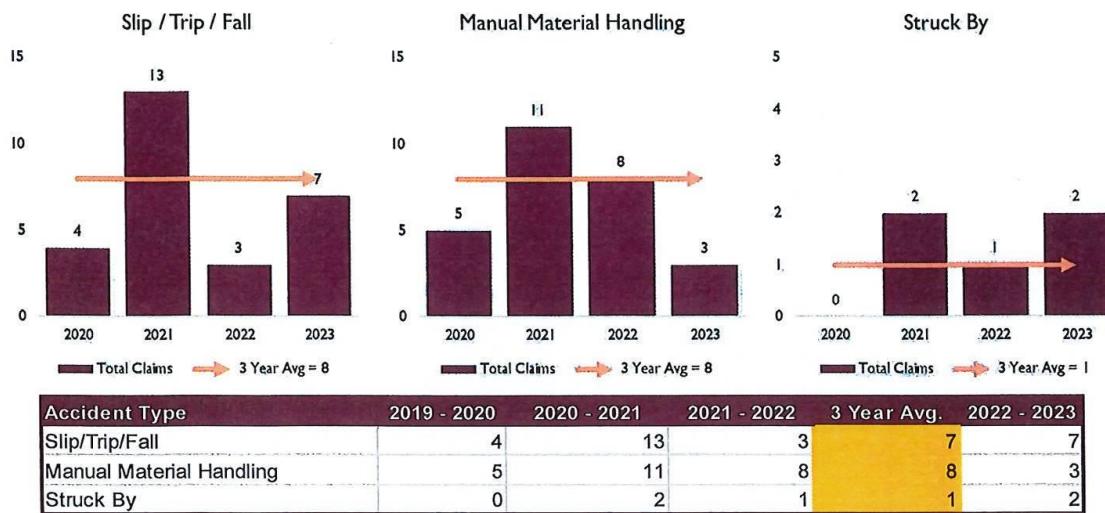


The top three departments for frequency were Operations Repair and Maintenance, Maintenance-Facilities, and Water Treatment and Supply Admin. **Operations Repair and Maintenance** claim frequency decreased when compared to policy year 2022 and to its three year average. **Maintenance-Facilities** claim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

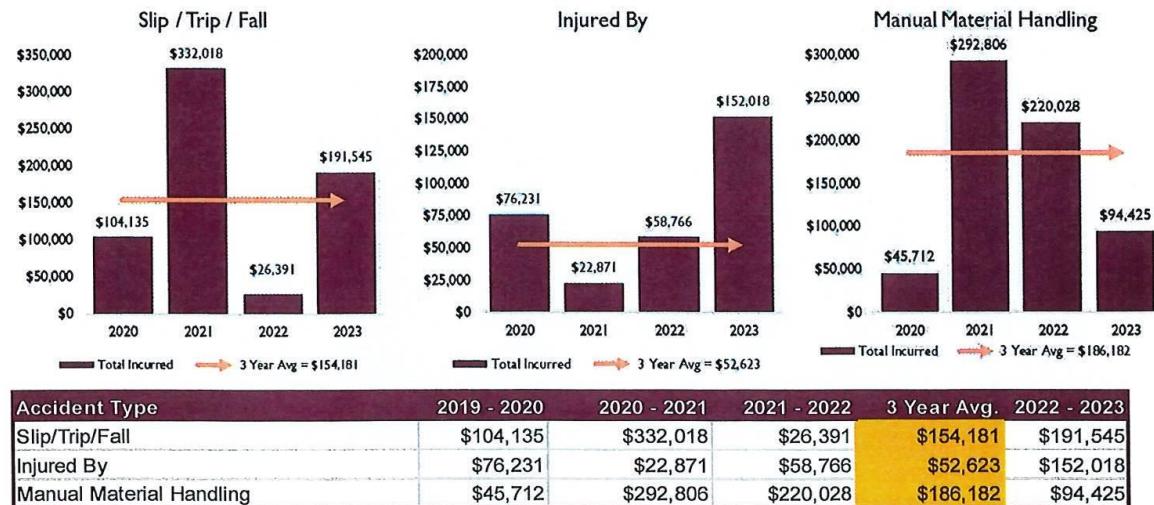
### “TOP 3” Departments with Highest Incurred



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

“TOP 3” Accident Types with Highest Number of Claims

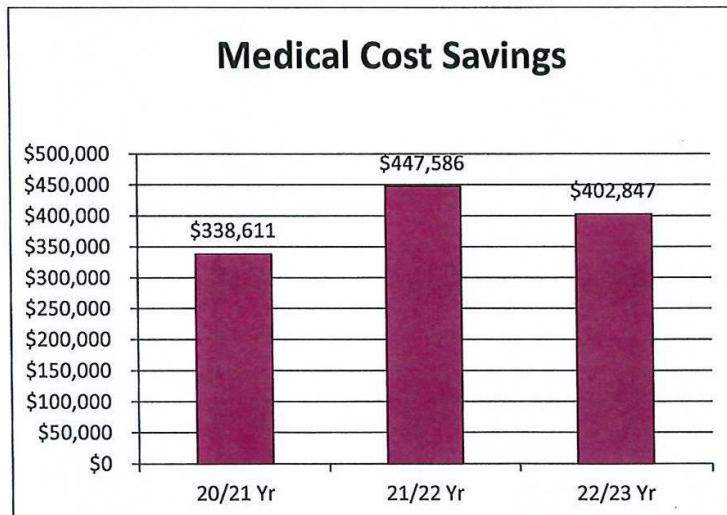
Slip/Trip/Fall, Manual Material Handling , and Struck By were the top three accident types for frequency. Slip/Trip/Fall frequency increased when compared to policy year 2022 and remained the same when compared to its three year average. Struck By increased when compared to policy year 2022 and to its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

“TOP 3” Accident Types with Highest Incurred

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

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



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

Presented by:

Brian Downs

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

### ACTUARIAL SERVICES

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

## **WORKFORCE DEVELOPMENT LEARNING PROGRAM FOR HIGH SCHOOL STUDENTS**

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

## **DISTRICT WELLNESS PREVENTATIVE CARE PROGRAM**

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

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### **MDC – WellSpark Program Update**

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

## January '23 – December '23 Compliance Program Engagement

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

\*2023 Compliance Program. Includes both employees and spouses.

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

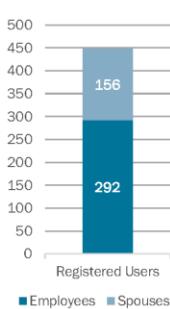
Compliance By Service	Eligible Population	2023 % Compliant
Preventive Visit (Physical)	604	85%
Mammogram	142	89%
Cervical Cancer Screening	265	85%
Colorectal Cancer Screening	399	81%
Cholesterol Screening	568	88%
Diabetes Screening	568	89%
Spouse Compliance	232	74%

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

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

## Engagement: MDC Registration

Relationship		
Total Population	Registered	% Registered
Employees 373	292	78.2%
Spouses 231	156	67.5%
<b>Total Population</b>	<b>448</b>	<b>74%</b>



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

## WellSpark

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

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

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## OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

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

## ADJOURNMENT

The meeting was adjourned at 5:40 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

February 26, 2024  
Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE**  
**REGULAR MEETING**  
**The Metropolitan District**  
555 Main Street, Hartford  
Monday, February 26, 2024

**Present:** Commissioners David Drake, Joan Gentile, Pasquale Salemi, Alvin Taylor and District Chairman Donald Currey (5)

**Remote**

**Attendance:** Commissioners Dimple Desai, Byron Lester, Bhupen Patel, David Steuber and James Woulfe (5)

**Absent:** Commissioners John Avedisian and Maureen Magnan (2)

**Also**

**Present:** Commissioner William DiBella  
Commissioner Allen Hoffman  
Commissioner Jackie Mandyck (Remote Attendance)  
Commissioner Dominic Pane  
Scott Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Christopher Levesque, Chief Operating Officer  
Kelly Shane, Chief Administrative Officer  
Robert Barron, Chief Financial Officer  
Jamie Harlow, Director of Human Services  
Robert Schwarm, Director of Information Systems  
Thomas Tyler, Director of Facilities  
Rita Kelley, Equal Employment Opportunity Compliance Officer  
Carrie Blardo, Assistant to the Chief Executive Officer  
Julie Price, Executive Assistant  
Dylan Pecego, IT Consultant (Remote Attendance)

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:09 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

*On motion made by Commissioner Drake and duly seconded, the meeting minutes of January 24, 2024 were approved.*

**APPOINTMENT OF COMMISSIONER WOULFE TO 457b DEFERRED COMPENSATION COMMITTEE**

Chairman Taylor reported that he appointed Commissioner Woulfe to the 457b Deferred Compensation Committee.

**CHANGES TO CLASSIFICATION SYSTEM –  
WATER POLLUTION CONTROL CREW LEADER (LOCAL 184: LT-13)**

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

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

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

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

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION****CLASSIFICATION TITLE: WATER POLLUTION CONTROL CREW LEADER****JOB SUMMARY**

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

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

**ESSENTIAL FUNCTIONS**

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

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

- Coordinates activities on a short-term basis to assure personnel, materials and equipment necessary for assignments. Responds to emergency call-outs.
- Performs related work as required.

#### **SUPERVISION RECEIVED**

Works under the general supervision of a supervisor.

#### **MINIMUM QUALIFICATIONS**

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

#### **SPECIAL REQUIREMENTS**

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

**ADA COMPLIANCE**

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

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

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

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

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

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

**RESOLVED:** That the job specification for Water Pollution Control Crew Leader be added to the classification system and allocated to EE13.

Respectfully Submitted,



John S. Mirtle  
District Clerk

**CHANGES TO CLASSIFICATION SYSTEM –  
WATER POLLUTION CONTROL PLANT OPERATOR IN TRAINING (LOCAL 184)**

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

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

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

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

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE: WATER POLLUTION CONTROL PLANT OPERATOR  
TRAINEE**

**JOB SUMMARY**

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

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

**ESSENTIAL FUNCTIONS**

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

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

#### **SUPERVISION RECEIVED**

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

#### **MINIMUM QUALIFICATIONS**

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

#### **SPECIAL REQUIREMENTS**

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

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

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

**ADA COMPLIANCE**

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

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

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

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

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

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

RESOLVED: That the job specification for Water Pollution Control Plant Operator in Training be added to the classification system and allocated to LT-04.

Respectfully Submitted,

  
John S. Mirtle  
District Clerk

**CHANGES TO CLASSIFICATION SYSTEM –  
WATER TREATMENT PLANT OPERATOR IN TRAINING (LOCAL 184)**

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

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

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

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

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

### CLASSIFICATION TITLE: WATER TREATMENT PLANT OPERATOR TRAINEE

#### JOB SUMMARY

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

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

#### ESSENTIAL FUNCTIONS

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

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

**SUPERVISION RECEIVED**

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

**MINIMUM QUALIFICATIONS**

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

**SPECIAL REQUIREMENTS**

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

**KNOWLEDGE, SKILLS, AND ABILITIES**

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

**ADA COMPLIANCE**

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

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

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

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

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

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

**RESOLVED:** That the job specification for Water Treatment Plant Operator in Training be added to the classification system and allocated to LT-04.

Respectfully Submitted,

John Mirtle

John Mirtle  
District Clerk

*District Chairman Currey made a motion to approve agenda items #5A “Approval of New Job Specifications: Water Pollution Control Crew Leader”, #5B “Approval of New Job Specifications: Water Pollution Control Operator in Training”, and #5C “Approval of New Job Specifications: Water Treatment Plant Operator in Training” which was duly seconded and the resolutions were adopted by unanimous vote of those present.*

## **JOB SPECIFICATION ENGINEERING TECHNICIAN 1 (3713)**

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

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

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

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

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

**CLASSIFICATION TITLE:** ENGINEERING TECHNICIAN 1

## **JOB SUMMARY**

This position provides engineering technical and administrative work.

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

## ESSENTIAL FUNCTIONS

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

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

- Maintains records relative to the type, size, and reason for cut, location of street and town, and budget account to be charged on behalf of repairs for District forecasting purposes.
- Enters, processes and retrieves pavement and sidewalk restoration information into a computerized database management system according to established software procedures.
- Communicates with State and Town officials on pavement and sidewalk restoration and other related matters.
- Performs in a safe manner and observes all safety procedures; works in small confined spaces and must be trained in confined space entry procedures.
- Enter, process and retrieve utility services information into a database management system according to established procedures. Issues work orders for Call Before You Dig requests and dispatches staff for emergency repairs.
- Investigates and reports on District claims against transgressors including vehicular and non-vehicular accidents, vandalism, theft, fraud, and debts.
- Investigates and reports on claims against the District including vehicular and non-vehicular accidents, damages and employee misconduct.
- Maintain database of claims

- Assist with inspection of CT DEEP permitted wastewater discharge facilities and equipment and maintain customer/facility information and discharge monitoring reports specific to the FOG, MIU/SIU and groundwater discharge programs.
- Assist Licensed Cross Connection Surveyors
- Maintain property survey and device testing data and create regulatory reports
- Assist with private property surveys
- Coordinate required improvement with contractors
- Communicate with Contractor, Town Officials and Customers
- Draft standard engineering project plans to scale from notes, sketches and scaled drawings.
- Conform drafting to District drafting standards and procedures.
- Research and compile information from a variety of sources to form water and sewer record plans for use within and outside of the organization.
- Interpret project drafting requirements and conduct additional research to produce the needed level of detail in the drawings.
- Inspect project areas or facilities to ascertain field conditions or problems, as directed.
- Prepare and draft as-built plans of water and sewer facilities and related construction.
- Compile and input utility and geographic information, including information from field inspectors, engineering plans, contractor data, and member town/state projects, into the computerized mapping system according to established procedures.
- Ensure a quality assurance/quality control peer review process has occurred prior to entering record plans and GIS data.

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

## **SUPERVISION RECEIVED**

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

## MINIMUM QUALIFICATIONS

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

## SPECIAL REQUIREMENTS

Must have a valid driver's license.

## KNOWLEDGE, SKILLS, AND ABILITIES

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

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

## ADA COMPLIANCE

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

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

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

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

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

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

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

Respectfully submitted,



John S. Mirtle  
District Clerk

## JOB SPECIFICATION ENGINEERING TECHNICIAN 2 (3713)

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

Staff is recommending that the Job Specification and Job Classification System be amended to update the job descriptions for Engineering Technician 2 (PT-09) by

consolidating similar positions into one multi-tasking job description. A copy of the proposed specification is attached as negotiated with Local 3713. to amend the minimum qualifications. A copy of the proposed specification is attached as negotiated with Local 3713.

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

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

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

<b>CLASSIFICATION TITLE:</b>	<b>ENGINEERING TECHNICIAN 2</b>
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### **JOB SUMMARY**

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

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

### **ESSENTIAL FUNCTIONS**

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

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

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

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

## SUPERVISION RECEIVED

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

## MINIMUM QUALIFICATIONS

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

## SPECIAL REQUIREMENTS

Must have a valid driver's license.

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

## KNOWLEDGE, SKILLS, AND ABILITIES

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

## ADA COMPLIANCE

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

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

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

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

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

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

**RESOLVED:** That the job specification for Engineering Technician 2 be updated to reflect changes to the minimum job qualifications with no change to the classification system allocated to PT-09.

Respectfully submitted,



John S. Mirtle  
District Clerk

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

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

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

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

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

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	<b>SENIOR ENGINEERING TECHNICIAN</b>
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**JOB SUMMARY**

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

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

**ESSENTIAL FUNCTIONS**

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

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

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

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

## **SUPERVISION RECEIVED**

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

## **MINIMUM QUALIFICATIONS**

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

## **SPECIAL REQUIREMENTS**

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

## **KNOWLEDGE, SKILLS, AND ABILITIES**

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

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

## ADA COMPLIANCE

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

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

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

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

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

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

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

Respectfully submitted,



John S. Mirtle  
District Clerk

**Commissioner Drake made a motion to approve agenda items #6A  
“Amendment of Job Specifications: Engineering Technician 1”, #6B  
“Amendment of Job Specifications: Engineering Technician 2”, and  
#6C “Amendment of Job Specifications: Senior Engineering**

***Technician" which was duly seconded and the resolutions were adopted by unanimous vote of those present.***

**Changes to Classification System –  
Risk Management Administrator**

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

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

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

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

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	<b>RISK MANAGEMENT ADMINISTRATOR</b>
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**PURPOSE OF CLASSIFICATION**

The purpose of this classification is to perform professional-level work in the Treasury function of the organization. The Risk Management Administrator is responsible for development, implementation and management of risk management policies and procedures to control/prevent risks and losses of the organization. This position will work under the direction of the Manager of Treasury.

**ESSENTIAL FUNCTIONS**

**The following are the essential duties for this position**

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

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

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

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

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

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

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

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

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

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

Performs other related duties as assigned.

## MINIMUM QUALIFICATIONS

Bachelor's Degree in business administration, economics, finance, accounting or closely related field with a minimum of five (5) years of progressively responsible financial, treasury or insurance experience including two (2) years of treasury or insurance supervisory and/or managerial experience; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this job. Master's Degree in Business Administration and/or professional certifications are desirable.

## PERFORMANCE APTITUDES

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

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

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

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

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

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

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

## PHYSICAL REQUIREMENTS

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

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

## ENVIRONMENTAL FACTORS

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

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

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

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

RESOLVED: That the job specification for Risk Management Administrator be amended in the classification system and allocated to EE14.

Respectfully Submitted,



John S. Mirtle  
District Clerk

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

*Commissioner Desai entered the meeting remotely at 4:19 PM.*

#### CLIMATE STUDY

*District Chairman Currey made motion to move forward with asking administration to develop a Request for Proposals and forward it back to the Committee for review.*

*After discussion, District Chairman Currey changed his motion from a Request for Proposals to a Request for Information.*

*The motion was duly seconded and passed by unanimous vote of those present.*

*Commissioner Steuber entered the meeting remotely at 4:37PM.*

#### UTILIZATION RATE OF OUTSIDE CONSULTANTS/SONTRACTORS OVER PAST 10 YEARS

Chief Financial Officer Bob Barron reported on MDC utilization rate of outside consultants and contractors over the previous 10 years.

*Commissioner Drake exited the meeting at 4:48 PM.*

#### **SETTLEMENT PENDING WORKERS' COMPENSATION CLAIM KEITH SLAUGHTER**

To: Personnel, Pension and Insurance Committee

February 26, 2024

The Chief Executive Officer has authorized our workers compensation attorney to review outstanding workers compensation cases to determine, as based upon a financial

assessment of expended monies with a projection for future costs, if it is advisable to attempt to stipulate to an agreement to limit future costs. To that point, the Chief Executive Officer has conducted regular meetings to review worker's compensation issues.

As a result of these efforts, a tentative agreement with Keith Slaughter (retiree) and his attorney has been reached to close out his three workers compensation files. This tentative agreement is fashioned as a full and final settlement to cap all future indemnity and medical claims in the amount of \$ 18,000. A worker's compensation file typically remains open for the individual's lifetime. If this agreement is approved by the Personnel, Pension and Insurance Committee and the Board of Commissioners, the stipulation would still go before the Workers Compensation Commissioner for final approval.

Staff has reviewed the tentative agreement and recommends 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 designee, to execute any and all documents necessary to effect settlement of all Workers Compensation Indemnity and Medical Claims for Keith Slaughter in the amount of \$18,000, subject to the final approval by the Workers Compensation Commissioner.

Respectfully Submitted,



John S. Mirtle  
District Clerk

*On motion made by District Chairman Currey and duly seconded, the report was received and resolution passed 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 5:12 PM

ATTEST:



John S. Mirtle, Esq.  
District Clerk

March 25, 2024

Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
REGULAR MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Monday, March 25, 2024**

**Present:** Commissioners John Avedisian, David Drake, Pasquale Salemi, Alvin Taylor, James Woulfe and District Chairman Donald Currey (6)

**Remote**

**Attendance:** Commissioners Dimple Desai, Byron Lester, Maureen Magnan and David Steuber (4)

**Absent:** Commissioners Joan Gentile and Bhupen Patel (2)

**Also**

**Present:** Commissioner Allen Hoffman  
Commissioner Dominic Pane  
Commissioner Jackie Mandyck (Remote Attendance)  
Scott Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Christopher Levesque, Chief Operating Officer  
Kelly Shane, Chief Administrative Officer  
Robert Barron, Chief Financial Officer  
Jamie Harlow, Director of Human Services  
Susan Negrelli, Director of Engineering  
Robert Schwarm, Director of Information Systems  
Thomas Tyler, Director of Facilities  
Rita Kelley, Equal Employment Opportunity Compliance Officer  
Diana Phay, Treasury Manager (Remote Attendance)  
Carrie Blardo, Assistant to the Chief Executive Officer  
Victoria Escoriza, Executive Assistant  
Amanda Litvak, IT Professional Level Associate (Remote Attendance)  
Jacob Aviles, 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 Woulfe and duly seconded, the meeting minutes of February 26, 2024 were approved.*

***Commissioner Steuber entered the meeting remotely at 4:06 PM***

**REPORT BY DAHAB ASSOCIATES INC**

David Lee from Dahab Associates Inc. gave a presentation regarding the District's pension investment performance, and OPEB investment performance.

**ORGANIZATIONAL CHARTS**

Scott Jellison, Chief Executive Officer, provided a presentation regarding the District's organizational charts.

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS**

Chairman Taylor requested that an update regarding a Request for Information on the Climate Study be discussed at the next meeting.

**ADJOURNMENT**

The meeting was adjourned at 5:33 PM

ATTEST:



John S. Mirtle, Esq.  
District Clerk

April 29, 2024

Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
REGULAR MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Monday, April 29, 2024**

**Present:** Commissioners John Avedisian, David Drake, Joan Gentile, Pasquale Salemi and Alvin Taylor (5)

**Remote**

**Attendance:** Commissioners Dimple Desai, Maureen Magnan, and District Chairman Donald Currey (3)

**Absent:** Commissioner Byron Lester, Bhupen Patel, David Steuber and James Woulfe (4)

**Also**

**Present:**

Commissioner William DiBella  
Commissioner Allen Hoffman  
Commissioner Dominic Pane  
Commissioner Jean Holloway  
Scott Jellison, Chief Executive Officer  
Christopher Stone, District Counsel (Remote Attendance)  
John S. Mirtle, District Clerk  
Christopher Levesque, Chief Operating Officer  
Kelly Shane, Chief Administrative Officer  
Robert Barron, Chief Financial Officer (Remote Attendance)  
Jamie Harlow, Director of Human Services  
Robert Schwarm, Director of Information Systems  
Thomas Tyler, Director of Facilities  
David Rutty, Director of Operations (Remote Attendance)  
Rita Kelley, Equal Employment Opportunity Compliance Officer  
Diana Phay, Treasury Manager (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 4:01 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 Drake and duly seconded, the meeting minutes of March 25, 2024 were approved. Commissioner Gentile abstained.*

**DRAFT EMPLOYEE CLIMATE STUDY RFI**

*Commissioner Salemi made a motion for staff to get out the Request for Information as soon as they can, within a week or so, and put it out there for 30 days and the results be brought back to the Personnel, Pension and Insurance Committee. The motion was approved by majority vote of those present. Commissioner Avedisian opposed.*

**PRIOR MONTH'S RETIREMENTS, RESIGNATIONS, TERMINATIONS INCLUDING EMPLOYEE'S YEARS OF SERVICE, GENDER, RACE & CLASSIFICATION**

Jamie Harlow, Director of Human Resources, provided a report on the prior month's retirements, resignations and terminations.

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS**

No requests were made.

**ADJOURNMENT**

The meeting was adjourned at 4:43 PM

ATTEST:



John S. Mirtle, Esq.  
District Clerk

May 20, 2024

Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
REGULAR MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Monday, May 20, 2024**

**Present:** Commissioners John Avedisian, David Drake, Byron Lester, Bhupen Patel, Alvin Taylor, James Woulfe and District Chairman Donald Currey (7)

**Remote**

**Attendance:** Commissioners Dimple Desai, Joan Gentile and Maureen Magnan (3)

**Absent:** Commissioners Pasquale Salemi and David Steuber (2)

**Also**

**Present:** Commissioner William DiBella  
Commissioner Allen Hoffman  
Commissioner Jacqueline Mandyck  
Commissioner Jean Holloway  
Scott Jellison, Chief Executive Officer  
Christopher Stone, District Counsel (Remote Attendance)  
John S. Mirtle, District Clerk  
Christopher Levesque, Chief Operating Officer  
Kelly Shane, Chief Administrative Officer  
Robert Barron, Chief Financial Officer (Remote Attendance)  
Jamie Harlow, Director of Human Services  
Robert Schwarm, Director of Information Systems (Remote Attendance)  
Thomas Tyler, Director of Facilities  
David Rutty, Director of Operations  
Rita Kelley, Equal Employment Opportunity Compliance Officer  
Diana Phay, Treasury Manager (Remote Attendance)  
Carrie Blardo, Assistant to the Chief Executive Officer  
Victoria Escoriza, Executive Assistant  
Dylan Pecego, IT Consultant (Remote Attendance)  
David Lee, Dahab Associates

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:00 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 Drake and duly seconded, the meeting minutes of April 29, 2024 were approved. Commissioner Woulfe abstained.***

***Commissioner Gentile entered the meeting remotely at 4:08 PM***

**REPORT BY DAHAB ASSOCIATES INC. RE: 1ST QUARTER 2024 PENSION PLAN INVESTMENT PERFORMANCE**

David Lee of Dahab Associates, Inc. provided a report on the 1<sup>st</sup> Quarter Pension Plan Investment Performance

**REPORT BY DAHAB ASSOCIATES INC. RE: 1ST QUARTER 2024 OPEB TRUST INVESTMENT PERFORMANCE**

David Lee of Dahab Associates, Inc. provided a report on the 1<sup>st</sup> Quarter OPEB Trust Investment Performance

**JOB SPECIFICATION**  
**ASSISTANT MANAGER OF BUDGETING AND ANALYSIS (E&E)**

**TO:** Personnel, Pension and Insurance Committee for consideration on May 20, 2024.

Staff is recommending that the Job Specification and Job Classification System be amended to change the current Manager of Budgeting and Analysis (currently EE-18) to Assistant Manager Budgeting and Analysis (proposed EE-18). A copy of the revised specification is attached.

The Assistant Manager of Budgeting and Analysis role would be labor grade EE18 pay range from (range of \$ 136,259.35 to \$177,137.18). The current Manager of Budgeting and Analysis would be eliminated.

**Code:****Employee Group: E&E****FLSA Status: Exempt****Labor Grade: EE-18**

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

<b>CLASSIFICATION TITLE:</b>	<b><u>ASSISTANT MANAGER OF BUDGETING &amp; ANALYSIS</u></b>
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### JOB SUMMARY

The purpose of this classification is to assist the Controller in the management of and responsibility for the budgeting and analysis functions for the District. This position will to perform professional level work managing the day-to-day operations acting as the head of the budgeting and analysis function for the organizationdivision. This position is responsible for the development, implementation and management of the District's financial planning and annual operating (OPEX) and Capital Improvement Planning (CIP) budgeting processes. These plans and budgets include revenue, expenses (O&M) and capital, as well as the development determination of billing and tax rates and user fees needed to satisfy annual revenue requirements. This position is responsible for the budgeting process, as well as the on-going presents the budget to management, monitors monitoring and forecasts forecasting of funds, benchmarks benchmarking performance measures and costs of business against other like organizations, and works in conjunction with internal stakeholders on capital planning and bonding requirements. Treasury on the bonding process.

### 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.

- Oversees Manages the development of the District's Annual annual Operating operating and Capital capital Budgets budgets and rates. Works with the Controller to develop budget to actual variance reports and forecasts for management and the Board of Commissioners. Reports, tracks, and monitors key budgetary performance metrics. Monitors budget to actual variations and initiates the authorization to move budgeted funds among cost centers or budget line items.
- Develops, implements and manages the District's planning and forecasting model. Works closely with budgeting staff and all levels of senior management to ensure District financial plans and budgets achieve financial and operational objectives as outlined in the District's Strategic Plan.
- Provides direction to cost center managers and others regarding the timing, content, and objectives of the District's annual budget and forecasting process throughout the fiscal year.
- Works with the Manager of Treasury to maintain a comprehensive cash flow model for the District.
- Supports the District's other finance functions as well as all other District departments with statistical data and projections as required.
- Assists the Controller in managing any SAP financial system upgrades for the Department. Collaborates with Finance and other department staff on proposed SAP system enhancements or other District Business Enablement Team (BET) projects that have a direct impact on Budgeting and Analysis division functions and/or controls.

- Develops the Budget and Analysis division budget for review.  
  
~~Develops, tracks and communicates objectives and goals for Budget 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 other duties as assigned.

## SUPERVISION RECEIVED

Works under the general direction of the Director of Finance/Controller.

## MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, ~~or~~ finance, data analytics, or related business with a minimum of ~~ten-five (10-5)~~ years of progressively responsible experience, including ~~three-two (32)~~ years of supervisory and/or managerial experience in accounting, finance, or auditing, data analytics functions for an organization with demonstrated financial modeling and budgeting experience; ~~or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification.~~ Practical experience is not an acceptable substitute for degree requirement.

## SPECIAL REQUIREMENTS

Municipal or public utility budgeting experience preferred

Master's Degree in Business Administration, Certified Public Accountant (CPA), Certified Management Accountant (CMA), Chartered Financial Analyst (CFA) or Certified Finance Public Officer (CPFO) CPA, CMA or CFA preferred CPA, CMA, CFA or CPFO preferred.

Driver's License Required.

## PERFORMANCE APTITUDES

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

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

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

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

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

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

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

## ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of 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 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 Assistant Manager of Budgeting and Analysis attached hereto be adopted.

Respectfully Submitted,



John S. Mirtle  
District Clerk

## JOB SPECIFICATION MANAGER OF TREASURY (E&E)

TO: Personnel, Pension and Insurance Committee for consideration on May 20, 2024.

Staff is recommending that the Job Specification and Job Classification System be amended to update Manager of Treasury (currently EE-18) to EE-20. A copy of the proposed specification is attached.

The updated Manager of Treasury role would change the pay range from EE18 (range of \$ 136,259.35 to \$177,137.18) to EE20 (\$144,112.78 to \$201,757.92).

**Code:**  
Employee Group: E&E  
FLSA Exempt: Exempt  
**Labor Grade: EE-20**

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

<b>CLASSIFICATION TITLE:</b>	<b>MANAGER OF TREASURY</b>
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### JOB SUMMARY

The purpose of this classification is to manage revenue, bonding, and all cash of the District, perform professional tasks at the managerial level to develop, plan, and oversee the daily activities of the Treasury Departmentfunction, including cash and liquidity management and overall financial risk management. This position performsis responsible for all professional work inofmanagement and staff underitsdirection managing direct cash investments, bonding, accounts receivable collections and miscellaneous billings, claims, insurance risk, 457b plan and pension and OPEB asset allocations, OPEB and investment management, daily cash flow, employee benefit accounting, and financial accounting for Federal and or State of Connecticut grant programs, including but not limited to, CT Department of Public Health (CT DPH) and CT Department of Energy and Environmental Protection (DEEP) planning for Clean Water Projects.

### ESSENTIAL FUNCTIONS

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

- Plans and directs the Finance Department's Treasury divisionfunction, including its objectives, policies, procedures, and operations.
- Directs and manages the Oversees and supervises cash and liquidity managementfunctions for the District, including Overseeing the management of the District's banking Accounts accounts Receivable receivables including collections, and miscellaneous billings efforts.
- Directs and manages the debt management function for the District, including identifying appropriate level of debt to fund projects, overseeing cash flow forecasting, identifying and structuring debt arrangements, and overseeing proper debt accounting.

- Directs and manages the debt management function for the District, including identifying appropriate level of debt to fund projects, overseeing cash flow forecasting, identifying and structuring debt arrangements, and overseeing proper debt accounting.
- Assists inDirects and manages controllingcontrolling risk management activities including monitoring insurance coverage and managing insurance claims.
- Maintains supporting documentation and provides funding for the administration of employee benefits, including payments to third party administrators of pension, OPEB and workers compensation programs.
- Analyzes finance information on activity effectiveness and efficiency, determines operating policies and approves operating procedures. Prepares orReviews and approves reports for submission to executive management.
- Reviews and either recommends or declines proposed SAP system enhancements or other District Business Enablement Team (BET) projects that have a direct impact on Treasury division functions.
- DDevelops, coordinates and reviews the Treasury functiondivision budget with the appropriate division staff.
- Manages the creation of Creates annual comprehensive investor relations strategies and presentations as required.
- Supervises, directs, mentors, and evaluates assigned assistant managers and/or staff of the Treasury divisionfunction, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- May perform other duties as assigned.

## SUPERVISION RECEIVED

Works under the general supervision-direction of the Director of Finance/Chief Financial Officer.

## MINIMUM QUALIFICATIONS

Bachelor's degree in accounting, finance or business administration with a minimum of ten (10) years of progressively responsible experience in accounting, financial management, or related area including three-five (3-5) years of supervisory and/or managerial experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification practical experience is not an acceptable substitute for degree requirement.

## SPECIAL REQUIREMENTS

Must be a Certified Finance Professional.

Master's Degree in Business Administration, Certified Public Accountant (CPA), Certified Management Accountant (CMA), or Chartered Financial Analyst (CFA) or Certified Finance Public Officer (CPFO) preferred.

Driver's License Required

## PERFORMANCE APTITUDES

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

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

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

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

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

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

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

## ADA COMPLIANCE

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

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

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

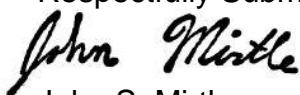
*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations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

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 Manager of Treasury attached hereto be adopted.

Respectfully Submitted,



John S. Mirtle  
District Clerk

## **JOB SPECIFICATION** **CONTROLLER (E&E)**

**TO:** Personnel, Pension and Insurance Committee for consideration on May 20, 2024.

Staff is recommending that the Job Specification and Job Classification System be amended to update the Controller (currently EE-18) to EE-20. A copy of the proposed specification is attached.

The updated Controller role would change the pay range from EE18 (range of \$ 136,259.35 to \$177,137.18) to EE20 (\$144,112.78 to \$201,757.92).

**Code:**

**Employee Group: E&E**

**FLSA Status: Exempt**

**Labor Grade: EE-20**

### **METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION**

#### **CLASSIFICATION TITLE: CONTROLLER**

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#### **JOB SUMMARY**

The purpose of this classification is to manage both the financial control and budgeting functions for the District. This position will perform professional level work overseeing the management of and responsibility for Financial Controls functions including: budgeting and analysis, capital improvement planning, District ledger accounting, accounts payable, procurement, payroll, financial reporting and analysis, cost accounting, grant management, strategic financial planning and continuous process improvements, and annual audit submissions. Additionally, this position is Acts as the District's lead Subject Matter Expert (SME) in comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) accounting standards, and must ensure that the organization is following all relevant accounting principles and standards. This position is responsible will perform professional level work overseeing the management of and responsibility for the development and implementation and management of the District's financial planning and for the annual O-operating (OPEX) and Capital Improvement Plan (CIP) budgeting processes. These plans and budgets include revenue, expenses (O&M) and capital, as well as the determination of billing and tax rates and user fees needed to satisfy the District's revenue requirements. This position presents the budget to executive management, monitors and forecasts funds throughout the fiscal year, benchmarks performance measures and costs of business against other organizations, and works in conjunction with the Treasury division on function on the bonding process.

#### **ESSENTIAL FUNCTIONS**

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

- Plans and directs and coordinates all the manages the Finance Department's Controller division Financial Controls and Budgeting functions, including its objectives, policies, procedures, and operations.
- Directs and manages District accounting and budgeting functions for the District including through the planning and implementation of goals and objectives for the areas of general accounting, payroll, all accounts payable activities, internal financial controls monitoring, budgeting, and internal and external financial reporting.

- Manages the accumulation and consolidation of all financial data necessary for an accurate accounting of consolidated operating expense funds and capital improvement funds results. Identifies, implements and maintains proper accounting treatment for the District's transactions in accordance with GAAP and Government Accounting Standards. Responsible for evaluating, implementing and maintaining the accounting and internal control system.
- Coordinates~~Manages and approves the preparation~~prepared~~of~~ internal and external fund financial statements for issuance on a monthly, quarterly and annual basis which allows proper monitoring of financial performance. Responsible for the review and assessing~~assessment of~~current accounting operations, offering recommendations for improvement, and the implementation of new processes.
- Coordinates~~Manages the annual audit requirements on behalf of the District. Reviews~~documentation and submittals, ensures analyses are complete and documentation is in order prior to submission, the activities of the external auditors Responsible for the delivery of the Annual Comprehensive Financial Report including the Management Discussion and Analysis (MD&A) for the Finance Director/Chief Financial Officer's approval.
- Provides statistical analysis and projections~~Analyzes~~ finance information on activity effectiveness and efficiency, determines operating policies and approves operating procedures. Reviews and approves reports for submission to executive management.
- Develops, maintains and reports on key performance indicators which highlight the financial control function performance. Makes recommendations for improving operational efficiency and control.
- Performs other duties as required.
- Develops, implements and manages the District's planning and forecasting model. Provides statistical analysis and projections as required.
- Works closely with senior management to ensure District financial plans and budgets achieve financial and operational objectives as outlined in the District's Strategic Plan.
- Provides direction to District Managers and Directors, to cost center managers and others regarding the timing, content, and objectives of the District's annual budgeting and forecasting processes.
- Works with Manager of Treasury to maintain an accurate and comprehensive cash flow model for the District.
- Provides statistical analysis and projections.
- Manages any SAP financial system upgrades for the Department. Reviews and either recommends or declines proposed SAP system enhancements or other District Business Enablement Team (BET) projects that have a direct impact on Controller division functions.
- Develops, coordinates and reviews the Financial Controls and Budgeting functions Controller division budgets with the appropriate division staff.
- Supervises, directs, mentors, and evaluates assigned assistant managers and/or staff of the Financial Controls and Budgeting staff Controller division, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

## **SUPERVISION RECEIVED**

Works under the general direction of the Director of Finance/Chief Financial Officer.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting with a minimum of ten (10) years of progressively responsible experience, including three-five (35) years of supervisory and/or managerial experience in accounting, finance, and auditing functions for an organization; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification. Practical experience is not an acceptable substitute for degree requirement.

**Preferred Qualifications:** Public accounting experience and/or Master's in Accounting. Governmental accounting experience with prior work experience in a state, municipality, or utility. Acceptable candidate has working knowledge and understanding of GASB rules along with principles of fund accounting and cost accounting. Enterprise Resource Planning (ERP) System experience a plus with SAP experience and skills preferred. Relevant education, experience, skills, managerial/supervisory ability, and performance aptitudes as reflected in the position's job specification.

The MDC seeks to enhance the diversity of its workforce. People of color, women, veterans and persons with disabilities are strongly encouraged to apply. The selected candidate will undergo an internal background check.

## **SPECIAL REQUIREMENTS**

**Certified Public Accountant is preferred.**

**Public Accounting and/or Governmental Accounting experience with prior work experience in a Municipality or Public Utility preferred.**

**Master's Degree in AccountingBusiness Administration, and Certified Public Accountant (CPA), Certified Public Accountant (CPA), Certified Management Accountant (CMA), Chartered Financial Analyst (CFA) or Certified Finance Public Officer (CPFO)CMA or CFA preferred.**

**Driver's License Required.**

## **PERFORMANCE APTITUDES**

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

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

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

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

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

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

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

## ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of 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 without exposure to adverse environmental conditions.

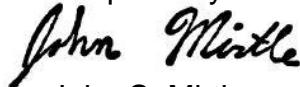
*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations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

Respectfully Submitted,



John S. Mirtle  
District Clerk

*On motion made by District Chairman Currey and duly seconded,  
the reports for Agenda items #5A "Assistant Manager of  
Budgeting & Analysis", 5B "Manager of Treasury" and 5C  
"Controller", were received and resolutions adopted by  
unanimous vote of those present.*

**JOB SPECIFICATION**  
**ASSISTANT MANAGER OF TREASURY (E&E)- NEW**

**TO:** Personnel, Pension and Insurance Committee for consideration on May 20, 2024.

Staff is recommending that the Job Specification and Job Classification System be amended to include an Assistant Manager of Treasury (proposed EE-18). A copy of the proposed specification is attached.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The new Assistant Manager of Treasury role would be labor grade EE18 pay range from (range of \$ 136,259.35 to \$177,137.18).

Employee Group: E&E  
FLSA Exempt: Exempt  
Labor Grade: EE-18

**METROPOLITAN DISTRICT COMMISSION  
CLASSIFICATION DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	<b>ASSISTANT MANAGER OF TREASURY</b>
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**JOB SUMMARY**

The purpose of this classification is to assist the Manager of Treasury in the management of and responsibility for the treasury functions for the District. This position will perform professional level work supervising the day to day operations of the treasury functions including cash and liquidity management and financial risk management. Specifically, responsibilities include daily cash flow, debt management and bonding, claims administration, insurance risk management, and financial accounting for Federal and or State of Connecticut grant programs, including but not limited to, CT Department of Public Health (CT DPH) and CT Department of Energy and Environmental Protection (DEEP).

**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.

- Implements and coordinates the Treasury functions' s day-to-day operations based on Finance department objectives, policies, and procedures.
- Manages bank relationships and administration including bank transactions, daily cash flow and liquidity
- Manages the debt for the Treasury function, including identifying appropriate level of debt to fund projects, overseeing cash flow forecasting, identifying and structuring debt arrangements, and overseeing proper debt accounting.
- Assists in controlling risk management activities and administration including monitoring insurance coverage and managing insurance claims.
- Maintains supporting documentation and provides funding for the administration of employee benefits, including payments to third party administrators of pension, OPEB and workers compensation programs.

- Analyzes relevant information and key metrics on activity effectiveness and efficiency, reviews operating policies and procedures for opportunities for continuous business process improvement recommendations. Develops reports for submission to management.
- Actively engages in business process improvement projects for SAP system enhancements or other District Business Enablement Team (BET) projects that have a direct impact on Treasury functions.
- Develops, coordinates and reviews the Treasury functions budget with the appropriate division staff.
- Together with the Manager of Treasury, develops and coordinates the annual comprehensive investor relations strategies and presentations.
- Supervises, directs, and evaluates assigned staff of the Treasury Department, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

## **SUPERVISION RECEIVED**

Works under the general supervision of the Manager of Treasury.

## **MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting, finance or business administration with a minimum of five (5) years of progressively responsible experience in accounting, financial management, or related area including three (3) years of supervisory and/or managerial experience, or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification.

## **SPECIAL REQUIREMENTS**

Master's Degree in Business Administration, Certified Public Accountant (CPA), Certified Management Accountant (CMA), Chartered Financial Analyst (CFA) or Certified Finance Public Officer (CPFO) preferred.

Driver's License Required.

## **PERFORMANCE APTITUDES**

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

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

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

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

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

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

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

## ADA COMPLIANCE

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

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

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

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

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 Manager of Treasury attached hereto be adopted.

Respectfully Submitted,



John S. Mirtle  
District Clerk

## JOB SPECIFICATION ASSISTANT CONTROLLER (E&E)- NEW

TO: Personnel, Pension and Insurance Committee for consideration on May 20, 2024

Staff is recommending that the Job Specification and Job Classification System be amended to include an Assistant Controller (proposed EE-18). A copy of the proposed specification is attached.

The new Assistant Controller role would be labor grade EE18 pay range from (range of \$ 136,259.35 to \$177,137.18).

Employee Group: E&E  
FLSA Status: Exempt  
Labor Grade: EE-18

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

### CLASSIFICATION TITLE: ASSISTANT CONTROLLER

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#### JOB SUMMARY

The purpose of this classification is to assist the Controller in the management of and responsibility for the financial control functions for the District. This position will perform professional level work supervising the day to day operations of the Financial Controls functions including: accounting, accounts payable, payroll, financial reporting and analysis, cost accounting, financial planning and continuous process improvements and coordination of the annual audit submissions. This position requires comprehensive knowledge of Generally Accepted Accounting Principles (GAAP) accounting standards, in order to ensure processes and procedures are followed in accordance with all relevant accounting principles and standards.

#### ESSENTIAL FUNCTIONS

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

- Implements and coordinates the day-to day operations of Financial Controls based on Finance Department objectives, policies, and procedures.
- Manages workload for the function including general accounting, payroll, and accounts payable activities. Review and approve day-to-day workload transactions including but not limited to: invoices, journal entries, and financial control approvals within designated thresholds.
- Coordinates and provides analysis of the accumulation and consolidation of financial data necessary for an accurate accounting of consolidated operating expense funds and capital improvement funds results. Maintains proper accounting treatment for the District's transactions in accordance with GAAP and Government Accounting Standards.
- Coordinates the preparation of internal and external fund financial statements for issuance on a monthly, quarterly and annual basis which allows proper monitoring of financial performance. Responsible for assessing current accounting operations, offering recommendations for improvement, and the implementation of new processes.
- Coordinates the activities of the external auditors and manages any financial system upgrades for the District. Responsible for evaluating, implementing and maintaining the accounting and internal control system.
- Develops, maintains, and reports on key performance indicators which highlight the financial control function performance. Makes recommendations for improving operational efficiency and control.

- Assists the Controller in managing any SAP financial system upgrades for the function. Collaborates with Finance and other department staff on proposed SAP system enhancements or other District Business Enablement Team (BET) projects that have a direct impact on Controller functions and/or controls.
- Develops the Financial Controls budget for review.
- Supervises, directs, mentors, and evaluates assigned staff within the Financial Controls, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.

### **SUPERVISION RECEIVED**

Works under the general direction of the Director of Finance/Chief Financial Officer or Controller.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in accounting with a minimum of five (5) years of progressively responsible experience, including two (2) years of supervisory and/or managerial experience in accounting, finance, and/or auditing functions for an organization; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this classification.

### **SPECIAL REQUIREMENTS**

Public Accounting and/or Governmental Accounting experience with prior work experience in a Municipality or Public Utility preferred.

Master's Degree in Accounting and Certified Public Accountant (CPA), Certified Management Accountant (CMA), Chartered Financial Analyst (CFA) or Certified Finance Public Officer (CPFO) preferred

Driver's License Required.

## PERFORMANCE APTITUDES

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

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

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

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

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

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

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

## ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert very light physical effort in sedentary to light work, involving some reaching, handling, fingering and/or feeling of 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 without exposure to adverse environmental conditions.

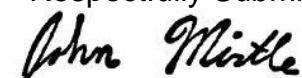
*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations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

Respectfully Submitted,



John S. Mirtle  
District Clerk

**JOB SPECIFICATION**  
**HUMAN RESOURCES PROGRAM MANAGER (E&E)- NEW**

**TO:** Personnel, Pension and Insurance Committee for consideration on May 20, 2024.

Staff is recommending that the Job Specification and Job Classification System be amended to include a Human Resources Program Manager (proposed EE-15). A copy of the proposed specification is attached.

The proposed amendments to the job specification continues to enhance the multi-tasking approach to District positions. The new Human Resources Program Manager role would be labor grade EE15 pay range from (range of \$ 117,788.50 to \$153,125.06).

Employee Group: E&E  
FLSA Status: Exempt  
Labor Grade: EE-15

**METROPOLITAN DISTRICT COMMISSION**  
**CLASSIFICATION DESCRIPTION**

<b>CLASSIFICATION TITLE:</b>	<b>HUMAN RESOURCES PROGRAM MANAGER</b>
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**JOB SUMMARY**

The purpose of this classification is to perform lead professional level Human Resources work that may span across a range of human resources functions. Work may involve overseeing, planning and coordinating various human resources programs, which may involve employee benefits, recruitment, selection, job classification, compensation, organizational effectiveness, regulatory compliance, performance evaluation, payroll interaction, safety, worker's compensation, risk management, drug-free workplace, training/development, or other human resources issues. Duties include managing, coordinating, preparing, analyzing, implementing and auditing various human resources programs to support the proper functioning of programs. Helps support data integrity efforts to support maintenance of accurate Human Resources records. Ensures compliance with Union Contracts, District Policies as well as all applicable Federal and State employment laws.

**ESSENTIAL FUNCTIONS**

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

- Manages District benefits program and all benefit compliance reporting requirements including ACA, Non-discrimination testing, etc. Conducts District benefit audits to ensure appropriate coverage levels between the District and insurance carriers. Coordinates and prepares reports and submits reports in compliance with requirements. Participates in regular meetings with insurance carriers and other vendors to ensure benefit plans are running appropriately and work through issues as necessary.

- Manages and maintains District benefits and benefit systems for both active employee as well as retiree populations. Monitor program/benefits and identifies potential issues and implements corrective action as necessary. Works with providers and participants to resolves more complex and difficult issues that arise. Manages, coordinates and processes annual open enrollment and benefit plan changes. Makes recommendations for the changes to benefit programs as well as implementation of a variety of employee wellness programs. Provides feedback related to services provided by outside providers and the effectiveness and cost benefits of such programs. Assists in coordinating marketing efforts regarding benefits. Champion District wellness efforts to increase awareness of health/wellness benefits.
- Participates in recruitment and selection process working with District Departments to meet hiring needs. Adhere to applicable local, state and federal labor regulations and civil rights laws, and District policies and procedures and applicable collective bargaining agreements. Manages the Human Resources onboarding process, conducts new hire orientations and ensures applicable training is provided to new hires.
- Coordinates, implements and administers District programs including various Intern programs. Manages and leads the entire life cycle of HR programs including planning, execution and evaluation. May hire and train new staff or assist management with this process.
- Manages daily aspects of the department and its staff, including temporary workers to ensure projects are completed and goals are met.
- Confers with staff from other departments regarding Human Resources issues and provides guidance and assistance to resolve issues before they escalate.
- Establishes effective working relationships with District staff and other constituents to support project objectives and programs.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Performs other duties as assigned.

### **SUPERVISION RECEIVED**

Works under the general direction of the Director of Human Resources or designee.

### **MINIMUM QUALIFICATIONS**

Bachelor's degree in human resources, public administration, industrial relations, or a closely related field; supplemented by a minimum of seven (7) 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 classification.

### **SPECIAL REQUIREMENTS**

Driver's License Required.

**PERFORMANCE APTITUDES (KNOWLEDGE, SKILLS, AND ABILITIES)**

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

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

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

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

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; and may include ability to calculate surface areas, volumes, weights, and measures.

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

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

**ADA COMPLIANCE**

**Physical Ability:** Tasks 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 communicate orally and in writing. Some tasks require the ability to perceive and discriminate visual cues or signals.

**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 Human Resources Program Manager attached hereto be adopted.

Respectfully Submitted,

  
John S. Mirtle  
District Clerk

*On motion made by District Chairman Currey and duly seconded, the reports for Agenda items #6A “Assistant Manager of Treasury”, 6B “Assistant Controller” and 6C “Human Resources Program Manager”, were received and resolutions adopted by unanimous vote of those present.*

**2024-RFI-02 “INDUSTRY INFORMATION ON TECHNOLOGY FOR CONDUCTING EMPLOYEE CLIMATE SURVEY”**

Kelly Shane, Chief Administrative Officer, provided an update on the 2024-RFI-02, “Industry Information on Technology for Conducting Employee Climate Survey”

**PRIOR MONTH’S RETIREMENTS, RESIGNATIONS, TERMINATIONS INCLUDING EMPLOYEE’S YEARS OF SERVICE, GENDER, RACE & CLASSIFICATION**

Jamie Harlow, Director of Human Resources, provided a report on the prior month’s retirements, resignations and terminations.

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS**

No requests were made.

**ADJOURNMENT**

The meeting was adjourned at 4:46 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

June 24, 2024  
Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
REGULAR MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Monday, June 24, 2024**

**Present:** Commissioners John Avedisian, David Drake, Pasquale Salemi, Alvin Taylor, James Woulfe and District Chairman Donald Currey (6)

**Remote**

**Attendance:** Commissioners Dimple Desai, Byron Lester, Maureen Magnan, Bhupen Patel and David Steuber (5)

**Absent:** Commissioners Joan Gentile (1)

**Also**

**Present:** Commissioner Allen Hoffman  
Commissioner Jean Holloway (Remote Attendance)  
Commissioner Jacqueline Mandyck (Remote Attendance)  
Scott Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Kelly Shane, Chief Administrative Officer  
Robert Barron, Chief Financial Officer  
Jamie Harlow, Director of Human Services  
Robert Schwarm, Director of Information Systems  
Thomas Tyler, Director of Facilities  
Rita Kelley, Equal Employment Opportunity Compliance Officer  
Diana Phay, Treasury Manager (Remote Attendance)  
Carrie Blardo, Assistant to the Chief Executive Officer  
Julie Price, Executive Assistant  
Dylan Pecego, IT Consultant (Remote Attendance)  
Jacob Aviles, IT Consultant (Remote Attendance)

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:00 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 Drake and duly seconded, the meeting minutes of May 20, 2024 were approved.*

**2024-RFI-02 “INDUSTRY INFORMATION ON TECHNOLOGY FOR CONDUCTING EMPLOYEE CLIMATE SURVEY”**

Kelly Shane, Chief Administrative Officer, updated the committee on the response received for 2024-RFI-02.

***Commissioner Woulfe entered the meeting at 4:34 PM.***

**EMPLOYEE BUYBACK OF PENSION CREDITED SERVICE TIME**

Jamie Harlow, Director of Human Resources, spoke about employee buyback of pension credited service time.

**PRIOR MONTH’S RETIREMENTS, RESIGNATIONS, TERMINATIONS INCLUDING EMPLOYEE’S YEARS OF SERVICE, GENDER, RACE & CLASSIFICATION**

Jamie Harlow, Director of Human Resources, provided a report on the prior month’s retirements, resignations and terminations.

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS**

Commissioner Salemi requested that the recurring “Report Re: Prior Month’s Retirements, Resignations, Terminations Including Employee’s Years of Services, Gender, Race & Classification” be a written report.

Chairman Taylor requested a future agenda item regarding labor counsel.

**ADJOURNMENT**

The meeting was adjourned at 5:19 PM

ATTEST:



John S. Mirtle, Esq.  
District Clerk

July 29, 2024

Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Tuesday, July 2, 2024**

**Present:** Commissioners David Drake, Joan Gentile, Bhupen Patel, Alvin Taylor, and District Chairman Donald Currey (5)

**Remote**

**Attendance:** Commissioners John Avedisian, Pasquale Salemi and David Steuber (3)

**Absent:** Commissioners Dimple Desai, Byron Lester, Maureen Magnan and James Woulfe (4)

**Also**

**Present:**

Commissioner Allen Hoffman  
Commissioner Andrew Adil (Remote Attendance)  
Commissioner Jacqueline Mandyck (Remote Attendance)  
Scott Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Kelly Shane, Chief Administrative Officer  
Jamie Harlow, Director of Human Services  
Robert Schwarm, Director of Information Systems (Remote Attendance)  
Thomas Tyler, Director of Facilities  
Lisa Madison, Manager of Procurement  
Rita Kelley, Equal Employment Opportunity Compliance Officer  
Carrie Blardo, Assistant to the Chief Executive Officer  
Victoria Escoriza, Executive Assistant  
Matthew McAuliffe, IT Consultant (Remote Attendance)  
Jacob Aviles, IT Consultant (Remote Attendance)

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 12:03 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

***The approval of meeting minutes was passed due to the lack of a quorum.***

***Commissioner Steuber entered the meeting remotely at 12:11 PM***

**INTERVIEW OF AMAZING WORKPLACE, INC. RE: 2024-RFI-02 “INDUSTRY INFORMATION ON TECHNOLOGY FOR CONDUCTING EMPLOYEE CLIMATE SURVEY”**

Kelly Shane, Chief Administrative Officer, introduced Amazing Workplace, Inc., the sole respondent of 2024-RFI-02. Shon Holyfield, Eli Justman and Tim Stein of Amazing Workplace Inc. provided a presentation and answered questions.

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

Judy Allen, West Hartford resident, asked how much Commissioners think they will be involved in the climate survey process, including the survey design or seeing the results. She stated that it is impossible to make it completely unbiased and asked how bias can be addressed in designing the survey and interpreting the results.

**COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS**

District Chairman Currey and Personnel, Pension and Insurance Committee Chairman Taylor requested that consideration of contracting Amazing Workplace, Inc. to perform an employee climate study be on the July 29<sup>th</sup> PPI agenda.

**ADJOURNMENT**

The meeting was adjourned at 2:01 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

July 29, 2024

Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
REGULAR MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Monday, July 29, 2024**

**Present:** Commissioners John Avedisian, David Drake, Bhupen Patel, Pasquale Salemi, Alvin Taylor, James Woulfe and District Chairman Donald Currey (7)

**Remote**

**Attendance:** Commissioners Dimple Desai, Byron Lester and David Steuber (3)

**Absent:** Commissioners Joan Gentile and Maureen Magnan (2)

**Also**

**Present:** Commissioner Andrew Adil (Remote Attendance)  
Commissioner William A. DiBella  
Commissioner Jean Holloway  
Commissioner Allen Hoffman  
Commissioner Jacqueline Mandyck  
Scott Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Kelly Shane, Chief Administrative Officer  
Robert Barron, Chief Financial Officer (Remote Attendance)  
Jamie Harlow, Director of Human Services  
David Rutty, Director of Operations  
Robert Schwarm, Director of Information Systems (Remote Attendance)  
Thomas Tyler, Director of Facilities  
Lisa Madison, Manager of Procurement  
Diana Phay, Treasury Manager (Remote Attendance)  
Rita Kelley, Equal Employment Opportunity Compliance Officer  
Carrie Blardo, Assistant to the Chief Executive Officer (Remote Attendance)  
Victoria Escoriza, Executive Assistant  
Amanda Litvak, IT Professional Level Associate (Remote Attendance)  
Jacob Aviles, IT Consultant (Remote Attendance)

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 12:03 PM

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

Judy Allen, West Hartford resident spoke regarding agenda item #4, "Approval of Amazing Workplace, Inc. for Employee Climate Study". She believes that

Commissioners should not be involved with the study in any manner, but should be able to see the final results. She thinks that the resolution should make clear who the MDC point-of-contact will be.

### APPROVAL OF MEETING MINUTES

*On motion made by Commissioner Drake and duly seconded, the meeting minutes of July 24, 2024 and July 2, 2024 were approved.*

### APPROVAL OF AMAZING WORKPLACE, INC. FOR EMPLOYEE CLIMATE SURVEY

To: Personnel, Pension and Insurance Committee for consideration on July 29, 2024

At the December 4, 2023 District Board meeting, the Board approved \$50,000 in the 2024 Budget for an employee climate study. In early 2024, the Personnel, Pension & Insurance Committee developed a Request for Information for industry information on technology for conducting employee climate surveys. The Request for Information was issued on May 3, 2024 and one respondent submitted information by the June 4, 2024 deadline. On July 2, 2024, the Personnel, Pension & Insurance Committee interviewed the respondent, Amazing Workplace Inc., and requested a quote to complete an employee climate study for the District. Amazing Workplace Inc. provided the enclosed service quote for unlimited employee climate surveys and unlimited users on its platform for an annual charge of \$24,000.

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 Staff shall execute a sales order with Amazing Workplace Inc. for a 1 year subscription for Amazing Workplace Inc's Employee Happiness Management System software as a service to administer a District employee climate study.

Respectfully Submitted,

  
John S. Mirtle  
District Clerk

*Commissioner Patel made a motion to approve the resolution, and the motion was duly seconded.*

*District Chairman Currey made a motion to table agenda item #4 "Approval of Amazing Workplace, Inc. for Employee Climate Study" until the Personnel, Pension and Insurance Committee meeting on August 26th. The motion passed unanimously.*

### **EMPLOYEE MEDICAL INSURANCE OPT-OUT**

**TO:** Personnel, Pension and Insurance Committee for consideration on July 29, 2024

In 2015 & 2016, the Personnel, Pension and Insurance Committee and District Board approved annual payment of \$1,000 to Exempt and Excluded employees per employee/spouse that opts-out of the District's medical insurance coverage:

- a. If an employee's spouse is eligible to be covered by the District medical insurance but that spouse is also eligible for insurance coverage through his/her own employer, the District will pay the one thousand dollars (\$1,000) in four (4) quarterly installments of two hundred and fifty dollars (\$250), if the spouse elects to take his/her own employer's health insurance and forego coverage under the District's medical insurance.
- b. If an employee is eligible for insurance through his/her spouse's employer, the District will pay the employee an additional one-thousand dollars (\$1,000) in four (4) quarterly installments of two hundred and fifty dollar (\$250). If the employee elects to take his/her spouse's employer's medical insurance. The employee is eligible for the \$1,000 payment for each year s/he elects not to participate in District medical Insurance.

After discussions with the District's Collective Bargaining Units, staff recommends extending the Medical Insurance Opt-Out Program currently available only to Exempt and Excluded employees to two of the three Unions that have expressed interest. Staff proposes that the Medical Insurance Opt-Out Program be amended to include Local 3713 and Local 1026 and that the following amendments to the current language be adopted for Exempt and Excluded, Local 3713 and Local 1026 participants.

- **Employee Opt-Out:** District employees who waive the District's medical insurance plan due to enrollment in comprehensive group medical coverage, outside of the District's group medical coverage, shall receive up to one thousand dollars (\$1,000) net of taxes per year, paid in equal installments of two hundred fifty dollars (\$250) net of taxes per quarter.
- **Spouse Opt-Out:** District employees who waive spousal coverage under the District's medical insurance plan due to their spouse's enrollment in comprehensive group medical coverage, outside of the District's group medical coverage, shall receive up to one thousand dollars (\$1,000) net of taxes per year, paid in equal installments of two hundred fifty dollars (\$250) net of taxes per quarter.
- To be eligible for such payments:
  - Employee must be on the active payroll of the District at the time of payment.
  - The employee must provide proof of comprehensive group medical coverage through an employer or other entity that covers all individuals in a group. Individual medical insurance purchased on an individual or

family basis, or any enrollment in the District's group medical insurance plan, does not qualify.

- Spousal waiver is subject to verification of spousal eligibility.
- The employee must adhere to qualifying event rules, where applicable.

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 foregoing modifications to the Medical Insurance Opt-Out Program be adopted.

Respectfully Submitted,



John S. Mirtle  
District Clerk

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

#### DISCUSSION RE: RETENTION OF OUTSIDE LABOR COUNSEL

A discussion was held by the Personnel, Pension and Insurance Committee regarding retaining outside labor counsel for negotiating upper management employment contracts.

#### HISTORY OF RETIREE PENSION COST OF LIVING ADJUSTMENTS

Without objection, District Chairman Currey made a motion to postpone this agenda item until the next meeting.

#### PRIOR MONTH'S RETIREMENTS, RESIGNATIONS, TERMINATIONS INCLUDING EMPLOYEE'S YEARS OF SERVICE, GENDER, RACE & CLASSIFICATION

Jamie Harlow, Director of Human Resources, provided a report on the prior month's retirements, resignations and terminations.

#### OPPORTUNITY FOR GENERAL PUBLIC COMMENTS

Judy Allen, West Hartford resident spoke regarding the climate study. She stated that a company will not give the contents of their surveys.

**COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS**

Commissioner Patel asked questions regarding the headcount of employees shown in the materials provided by HR.

**ADJOURNMENT**

The meeting was adjourned at 5:29 PM

ATTEST:



John S. Mirtle, Esq.  
District Clerk

August 26, 2024  
Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
REGULAR MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Monday, August 26, 2024**

**Present:** Commissioners David Drake, Joan Gentile, Maureen Magnan, Pasquale Salemi, Alvin Taylor and District Chairman Donald Currey (6)

**Remote**

**Attendance:** Commissioners Byron Lester and David Steuber (2)

**Absent:** Commissioners John Avedisian, Dimple Desai, Bhupen Patel and James Woulfe (4)

**Also**

**Present:** Commissioner William A. DiBella  
Commissioner Allen Hoffman  
Commissioner Richard Bush (Remote Attendance)  
Commissioner Jacqueline Mandyck (Remote Attendance)  
Scott Jellison, Chief Executive Officer  
Christopher Stone, District Counsel (Remote Attendance)  
John S. Mirtle, District Clerk  
Christopher Levesque, Chief Operating Officer  
Kelly Shane, Chief Administrative Officer  
Robert Barron, Chief Financial Officer (Remote Attendance)  
Jamie Harlow, Director of Human Resources  
Susan Negrelli, Director of Engineering  
Thomas Tyler, Director of Facilities  
Lisa Madison, Manager of Procurement  
Rita Kelley, Equal Employment Opportunity Compliance Officer  
Lindsay Williams, Accounting Administrator (Remote Attendance)  
Carrie Blardo, Assistant to the Chief Executive Officer  
Julie Price, Executive Assistant  
Matthew McAuliffe, IT Consultant (Remote Attendance)  
Jacob Aviles, IT Consultant (Remote Attendance)  
David Lee, Dahab Associates  
Freddie Daniels, USI Consulting  
Bob Webb, USI Consulting

**CALL TO ORDER**

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

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

**APPROVAL OF MEETING MINUTES**

***On motion made by Commissioner Drake and duly seconded, the meeting minutes of July 29, 2024 were approved***

**APPROVAL OF AMAZING WORKPLACE, INC. FOR EMPLOYEE CLIMATE STUDY**

To: Personnel, Pension and Insurance Committee for consideration on August 26, 2024

At the December 4, 2023 District Board meeting, the Board approved \$50,000 in the 2024 Budget for an employee climate study. In early 2024, the Personnel, Pension & Insurance Committee developed a Request for Information for industry information on technology for conducting employee climate surveys. The Request for Information was issued on May 3, 2024 and one respondent submitted information by the June 4, 2024 deadline. On July 2, 2024, the Personnel, Pension & Insurance Committee interviewed the respondent, Amazing Workplace Inc., and requested a quote to complete an employee climate study for the District. Amazing Workplace Inc. provided the enclosed service quote for unlimited employee climate surveys and unlimited users on its platform for an annual charge of \$24,000.

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 Staff shall execute a sales order with Amazing Workplace Inc. for a 1 year subscription for Amazing Workplace Inc's Employee Happiness Management System software as a service to administer a District employee climate study.

Respectfully Submitted,

  
John S. Mirtle  
District Clerk

***Commissioner Gentile made a motion to approve the resolution, which was duly seconded, and passed by unanimous vote of those present.***

***Commissioner Steuber entered the meeting remotely at 4:17 PM***

**REPORT BY DAHAB ASSOCIATES INC. RE: 2ND QUARTER 2024 PENSION PLAN INVESTMENT PERFORMANCE**

David Lee of Dahab Associates, Inc. provided a report on the 2<sup>nd</sup> Quarter Pension Plan Investment Performance.

**REPORT BY DAHAB ASSOCIATES INC. RE: 2ND QUARTER 2024 OPEB TRUST INVESTMENT PERFORMANCE**

David Lee of Dahab Associates, Inc. provided a report on the 2<sup>nd</sup> Quarter OPEB Trust Investment Performance.

**REPORT BY USI INSURANCE SERVICES RE: PENSION & OPEB DISCOUNT RATE AND ACTUARILY DETERMINED CONTRIBUTION**

Freddie Daniels, of USI, presented on the pension plan's discount rate and its impact on the actuarily determined contribution.

*Commissioner Gentile exited the meeting at 5:15 PM*

*District Chairman Currey made a motion that the discount rate for the pension plan remain at 6.625%. The motion was duly seconded. The motion passed by unanimous vote of those present.*

Bob Webb, of USI, presented on the OPEB trust's discount rate and its impact on the actuarily determined contribution.

*District Chairman Currey made a motion that the discount rate for the OPEB trust remain at 6.625%. The motion was duly seconded. The motion passed by unanimous vote of those present.*

**HISTORY OF RETIREE PENSION COST OF LIVING ADJUSTMENTS**

*Without objection, District Chairman Currey made a motion to postpone this item to a future agenda.*

District Chairman Currey also asked that staff provide the history of what was done with the last cost of living adjustment.

**PRIOR MONTH'S RETIREMENTS, RESIGNATIONS, TERMINATIONS INCLUDING EMPLOYEE'S YEARS OF SERVICE, GENDER, RACE & CLASSIFICATION**

Jamie Harlow, Director of Human Resources, provided a report on the prior month's retirements, resignations and terminations.

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS**

Commissioner Salemi requested that postponed agenda item #7 "History of Retiree Pension Cost of Living Adjustments," be added to the next meeting agenda.

District Chairman Currey requested that on the next agenda, the recurring report from HR regarding the prior month's retirements, resignations and terminations. also include promotions or new hires, what the classifications were, and the process used for new hires – internal and/or external postings – as well as the number of vacancies.

**ADJOURNMENT**

The meeting was adjourned at 5:32 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

September 18, 2024  
Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Wednesday, September 18, 2024**

**Present:** Commissioners David Drake, Bhupen Patel, Alvin Taylor, James Woulfe and District Chairman Donald Currey (5)

**Remote**

**Attendance:** Commissioners John Avedisian and Pasquale Salemi (2)

**Absent:** Commissioners Dimple Desai, Joan Gentile, Byron Lester, Maureen Magnan and David Steuber (5)

**Also**

**Present:** Commissioner William A. DiBella  
Commissioner Jacqueline Mandyck (Remote Attendance)  
Scott Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Steve Bonafonte, Assistant District Counsel  
Christopher Levesque, Chief Operating Officer  
Kelly Shane, Chief Administrative Officer  
Jamie Harlow, Director of Human Resources  
Robert Schwarm, Director of Information Systems (Remote Attendance)  
Thomas Tyler, Director of Facilities (Remote Attendance)  
Michael Mohr, Controller  
Diana Phay, Manager of Treasury  
Nefertere Whittingham,  
Shereese Rodgers, Assistant Manager of Budgeting (Remote Attendance)  
Carrie Blardo, Assistant to the Chief Executive Officer  
Julie Price, Executive Assistant  
Amanda Litvak, IT Professional Level Associate (Remote Attendance)  
Dylan Pecego, IT Consultant (Remote Attendance)  
Jacob Aviles, IT Consultant (Remote Attendance)  
Ronni Rausch, Arthur J. Gallagher, Inc.  
Marnie Inzerino, Arthur J. Gallagher, Inc.

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:08 PM

*A quorum of the Personnel, Pension and Insurance Committee was not present.*

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

No one from the public appeared to be heard.

***Commissioner Woulfe entered the meeting virtually at 4:11 PM. A quorum of the Committee was now present.***

***Commissioner Woulfe entered the meeting in person at 4:17 PM.***

## INSURANCE COVERAGE APPROVAL

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

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

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

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

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

## FURTHER

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

## FURTHER

**RESOLVED:** The workers compensation policy included in the attached is for a two (2) year term at the listed premium.

Respectfully Submitted,  
  
John S. Mirtle  
District Clerk

**THE METROPOLITAN DISTRICT COMMISSION COMMERCIAL INSURANCE SUMMARY**  
**2024-2025 Recommended Premium Summary 10/1/24-10/1/25**

Coverage	Coverage Details	2023-2024 (current year)	2024-2025 New recommended carriers			2024-2025 National Average	2024-2025 Northeast Regional Average	
			Expiring Premium	Premium	Year over year	% Change		
<b>Workers Compensation</b>	<b>Coverage Details</b>	<b>Liberty Mutual</b>	\$ 126,524	\$ 129,915	\$ 3,391	2.7%	3.8%	6.1%
Limit Per Occurrence \$1,000,000	Retention - \$1,000,000	<b>Travelers</b>	\$ 651,000	\$ 703,494	\$ 52,494	8.1%	11.0%	14.8%
<b>Property</b>	<b>Coverage Details</b>	<b>Travelers</b>	\$ 264,880	\$ 290,011	\$ 25,131	9.5%	12.3%	9.0%
Total Insured Value: \$870,391,556	Retention - \$100,000	<b>Travelers</b>	\$ 6,834	\$ 7,416	\$ 582	8.5%		
<b>Excess General Liability including Law</b>	<b>Coverage Details</b>	<b>Travelers</b>	\$ 131,105	\$ 153,765	\$ 22,660	17.3%	9.9%	6.0%
Excess GL - Limit Per Occurrence \$1,000,000	Retention - \$250,000	<b>Travelers</b>	\$ 5,388	\$ 5,492	\$ 104	1.9%	1.8%	1.0%
Law - Limit per Occurrence	Retention - \$10,000	<b>Travelers</b>	\$ 20,005	\$ 20,963	\$ 958	4.8%	5.0%	1.0%
<b>Excess Auto Liability</b>	<b>Coverage Details</b>	<b>Chubb</b>	\$ 146,967	\$ 80,750	-\$ 66,217	-45.1%	5.0%	1.0%
Combined Single Limit \$1,000,000	Retention - \$250,000	<b>Chubb</b>	\$ 16,683	\$ 16,683	\$ 0	0.0%	6.6%	3.0%
<b>Crime (Fidelity)</b>	<b>Coverage Details</b>	<b>Cowbell</b>	\$ 10,150	\$ 10,150	\$ 0	0.0%	N/A	N/A
Employee Theft, ERISA, Funds Transfer	\$1,000,000 per Claim	<b>Kinsale</b>	\$ 61,894	\$ 69,320	\$ 7,426	12.0%	11.0%	10.1%
Retention - \$25,000	Retention - \$10,000	<b>Genesis</b>	\$ 107,935	\$ 118,460	\$ 10,525	9.8%	11.0%	10.1%
<b>Fiduciary Liability/Retirement</b>	<b>Coverage Details</b>	<b>Starstone</b>	\$ 87,500	\$ 95,000	\$ 7,500	8.6%	11.0%	10.1%
Claims Made	\$3,000,000	<b>AWAC (Allied World)</b>	\$ 136,380	\$ 148,070	\$ 11,690	8.6%	11.0%	10.1%
Retention - \$10,000	Retention - \$10,000	<b>Great American</b>	\$ 119,000	\$ 98,000	-\$ 21,000	-17.6%	11.0%	10.1%
<b>Public Entity Liability/EPL</b>	<b>Coverage Details</b>	<b>WH Greene (Third Coast)</b>	\$ 53,040	\$ 32,640	\$ 43,740	82.5%	11.0%	10.1%
Directors & Officers, Employment Practices	\$5,000,000 per Claim	<b>WH Greene (Old Republic- New Carrier)</b>	\$ 556,749	\$ 32,640	\$ 31,500			
Retention - \$100,000	Retention - \$100,000	<b>WH Green - (PELSC) Princeton Excess &amp;</b>	\$ 1,945,285	\$ 625,630	\$ 59,881	10.6%	11.0%	10.1%
<b>Excess Police Professional</b>		<b>TOTAL PREMIUM</b>		\$ 2,044,269	\$ 98,984	5.1%	10.0%	10.0%
<b>\$5,000,000 Excess of \$5,000,000</b>	<b>\$0 Retention per Claim</b>							
<b>Umbr/Excess Layer</b>								
Travelers	\$5m excess of \$1m							
Genesis	\$5m excess of \$5m							
Starstone	\$5m excess of \$10m							
AWAC (Allied World)	\$10m excess of \$15m							
Great American	Expiring: \$15m excess of \$25m; Renewal: \$10M							
WH Greene (Third Coast)	Expiring: \$10M, Renewal \$5M							
WH Greene (Old Republic- New Carrier)	\$5M							
WH Green - (PELSC) Princeton Excess &	\$5M							
	\$50m excess of \$1m							

***District Counsel Christopher Stone proposed a friendly amendment regarding the workers' compensation coverage for a two-year term, as shown in redline above.***

***District Chairman Currey made a motion to approve the resolution as amended in red line above. The motion was duly seconded and passed by unanimous vote of those present.***

**PRIOR MONTH'S RETIREMENTS, RESIGNATIONS, TERMINATIONS INCLUDING  
EMPLOYEE'S YEARS OF SERVICE, GENDER, RACE & CLASSIFICATION**

Jamie Harlow, Director of Human Resources, provided a report on the prior month's retirements, resignations and terminations.

**APPROVAL OF MEETING MINUTES**

***On motion made by District Chairman Currey and duly seconded, the meeting minutes of August 26, 2024 were approved.***

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

No one from the public appeared to be heard.

**COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS**

Commissioner Salemi requested a future agenda item for the Personnel, Pension & Insurance Committee to review an opportunity to establish a budget item for independent labor counsel.

Chairman Taylor requested a discussion and final decision in regards to the management study and the form it will take.

**ADJOURNMENT**

The meeting was adjourned at 5:05 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

October 28, 2024  
Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Monday, October 28, 2024**

**Present:** Commissioners John Avedisian, David Drake, Pasquale Salemi, Alvin Taylor, James Woulfe and District Chairman Donald Currey (6)

**Remote**

**Attendance:** Commissioners Joan Gentile, Dimple Desai, Byron Lester, Maureen Magnan and David Steuber (5)

**Absent:** Commissioner Bhupen Patel (1)

**Also**

**Present:** Commissioner William A. DiBella  
Commissioner Allen Hoffman  
Commissioner Jean Holloway (Remote Attendance)  
Commissioner Jacqueline Mandyck  
Scott Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Christopher Levesque, Chief Operating Officer  
Kelly Shane, Chief Administrative Officer  
Jamie Harlow, Director of Human Resources  
Robert Schwarm, Director of Information Systems (Remote Attendance)  
Thomas Tyler, Director of Facilities (Remote Attendance)  
Michael Mohr, Controller  
Shereese Rodgers, Assistant Manager of Budgeting (Remote Attendance)  
Carrie Blardo, Assistant to the Chief Executive Officer  
Victoria Escoriza, Executive Assistant  
Amanda Litvak, IT Professional Level Associate (Remote Attendance)  
Jacob Aviles, IT Consultant (Remote Attendance)

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 4:00 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 Drake and duly seconded, the meeting minutes of September 18, 2024 were approved. Commissioner Gentile abstained.*

*Commissioner Steuber entered the meeting remotely at 4:04 PM*

***Commissioner Woulfe entered the meeting at 4:13 PM***

***Commissioner Woulfe made a motion to approve items #4A “Construction & Utility Services Supervisor” and 4B “Occupational Health & Safety Administrator”.***

***District Chairman Currey asked Commissioner Woulfe to withdraw his motion because agenda item #4A is a job specification amendment and agenda item #4B is a new job specification. Commissioner Woulfe withdrew his motion.***

**APPROVAL OF JOB SPECIFICATION  
CONSTRUCTION AND UTILITY SERVICES SUPERVISOR (1026)**

**TO:** Personnel, Pension and Insurance Committee for consideration on October 28, 2024

Staff is recommending that the job specification and job classification system be amended to update for the Construction and Utility Services Supervisor from (currently SS-06) to SS-07. A copy of the proposed updated specification is attached.

The proposed amendments to the job specification and classification system would change the pay range from SS-06 (\$111,924.80 to \$134,347.20) to SS-07 (\$117,582.40 to \$141,169.60) and continues to support the District's multi-tasking roles and the District overall commitment to Health and Safety.

Code: 08006

Employee Group: Local 1026

FLSA Status: Non-Exempt

Salary Grade: SS-0607

## METROPOLITAN DISTRICT **COMMISSION** CLASSIFICATION DESCRIPTION

### CLASSIFICATION TITLE: CONSTRUCTION AND UTILITY SERVICES SUPERVISOR

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#### 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 as well as supporting safety protocols and ensuring work is performed to the highest quality and safety standards. Ensures compliance with all applicable safety standards, rules, protocols and laws. 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 and consultants 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. Ensures new water mains pass all required tests prior to opening new water main for public use.

- 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.

- Monitors jobsite safety and work zone traffic patterns to ensure compliance with established specifications, protocols and procedures. Coordinates and works with others (Inspectors, EH&S, Team Traffic, Outreach, PM and CM) to communicate and resolve issues.

- 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. Meets with customers in order to understand concerns and/or complaints. Investigates reviews and makes recommendations for claims for the District and its contractors.
- Compiles and prepares reports for internal use as well as reports for required agency compliance (Department of Public Health, etc.).
- 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, [Manager of Command Center and Utility Services or designee](#).

**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 attached hereto be adopted.

Respectfully Submitted,



John S. Mirtle  
District Clerk

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

## JOB SPECIFICATION OCCUPATIONAL HEALTH AND SAFETY ADMINISTRATOR (E&E)

TO: Personnel, Pension and Insurance Committee for consideration on October 28, 2024

Staff is recommending that the job specification and job classification system be amended to include Occupational Health & Safety Administrator (Proposed EE-14) salary range of \$112,222.19 to \$145,888.83. A copy of the proposed specification is attached.

The proposed amendments to the job specification system continues to support the District overall commitment to Health and Safety.

Employee Group: E&E  
FLSA Status: Exempt  
EE-14

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

### CLASSIFICATION TITLE: OCCUPATIONAL HEALTH & SAFETY ADMINISTRATOR

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#### JOB SUMMARY

The purpose of this classification is to perform professional-level work to administer, oversee, and improve health and safety programs for the District and to ensure compliance with federal, state, and local health & safety regulations for the entire District. Work involves accessing various work sites and facilities to identify possible work-related safety risks and assist in designing protocols to help mitigate risk. Administer safety programs for District employees, leadership and departments to help train and support employees in the safe operation of job tasks. Work involves developing and implementing safety training programs and analyzing, identifying and developing recommendations to reduce risk and improve overall health and safety.

#### 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.**

- Oversees develops, coordinates and implements safety and health programs for the purpose of reducing workplace injuries and illnesses; develops and conducts risk management programs including safety, hazardous materials, medical testing, and driver improvement; develops training materials; distributes supervisors' monthly training session materials upon request; and coordinates and conducts safety training classes for a wide variety of departments.
- Conducts safety studies and reviews: conducts in-depth facility safety audits; conducts on-site visits and inspections at District and contractor work sites; conducts job hazard analyses for operating positions; conducts ergonomic reviews for employees; conducts air quality samplings and noise level surveys; and provides recommendations to improve job site safety, reduce risk, and implement safer work practices as appropriate.
- Develops and updates Emergency Action Plans for all District locations. Works with local municipalities on emergency management issues.
- Assists in the coordination and implementation of District-wide safety compliance policies, procedures, standards and licenses. Maintains EH&S programs, procedures, systems and protocols that promote health and safety of individuals to comply with applicable regulations. Assists in monitoring health and safety standards and in compliance with various compliance agencies including but not limited to OSHA, DPH, DEEP and EPA. Assists with District-wide regulatory compliance policies, procedures, standards and licenses.
- Identifies strengths and weaknesses pertaining to safety measures; reviews monthly facility safety inspection reports; monitors effectiveness of safety programs; and implements changes to improve program effectiveness and results. Assists departments with safety related equipment inspections, repairs and recertifications.
- Serves as a resource in the development, implementation and sustainability of various District safety initiatives. Implements initiatives and programs that encourage employee involvement in identifying and mitigating safety and health hazards and risks.

- Reviews all accident/investigation reports; gathers and reviews information about losses and accidents; prepares incident reports; conducts safety investigations of occupational injuries. Serve as an active participant on various District committees including but not limited to safety committees and attends quarterly workers compensation safety meetings throughout District. Maintains OSHA 300 Log of Occupational Injuries and Illnesses for each District location.
- Reviews workers compensation injury claims information provided from Human Resources and the Third-Party Claims Administrator and prepares and submits required injury and illness data to OSHA and the Bureau of Labor Statistics.
- Investigates complex incidents, injuries, exposures, illnesses and complaints and responds to emergency situations as needed.
- Performs safety reviews of District construction contract documents and drawings to verify there are adequate details and language in the contract as it pertains to safety of employees, contractor employees, pedestrians, and the public. Provides technical information to engineers and project managers to enhance safety requirements on District projects. Reviews contractors' health and safety program submittals to screen and approve contractors prior to doing work for the District.
- Establishes and maintains records, files, databases; and documentation for safety and health programs and operations; maintains safety and administrative procedures; and researches information in files, records and databases and prepares reports from same.
- Manages a web-based Learning Management System to plan, coordinate and implement safety training courses and curricula to all District employees. Develops course content and materials and creates training programs with appropriate software. Assess employee safety training needs, conduct training and/or coordinate training by other instructors, manage training resources and maintain training records. Analyzes training completion rates and works with supervision to correct employee deficiencies.
- Regularly reviews OSHA for new standards and for changes in existing health and safety standards and administers applicable changes to the District health and safety programs.
- Assists with budget preparation regarding health and safety training programs and for budgeting for new and replacement of safety equipment.
- Provides technical information to leadership, managers, supervisors and employees regarding safety and loss control issues.
- Performs other related duties as required.

#### **SUPERVISION RECEIVED**

Works under the general direction of the Manager of Environment, Health & Safety.

## MINIMUM QUALIFICATIONS

Bachelor's degree in occupational health and safety or safety management or a related field; supplemented by five (5) years previous experience conducting safety programs and training; 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.

Must obtain OSHA HAZWOPER certification and OSHA construction and general industry training within six (6) months of hire.

## 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 over others in coordinating activities of a project, program, or designated area of responsibility.

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

**Functional Reasoning:** Requires ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**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 moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

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

**Environmental Factors:** Tasks may risk exposure to temperature, weather extremes, strong odors, toxic or poisonous agents, smoke, dust, pollen, wildlife, disease, blood, bodily fluids, electric currents, machinery or traffic hazards.

*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 Occupational Health & Safety Administrator attached hereto be adopted.

Respectfully submitted,



Scott W. Jellison  
Chief Executive Officer

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

#### **PRIOR COST OF LIVING ADJUSTMENTS TO RETIREE PENSIONS**

Jamie Harlow, Director of Human Resources, provided information regarding prior cost of living adjustments to retiree pensions.

#### **OPPORTUNITY TO ESTABLISH A BUDGET ITEM FOR INDEPENDENT LABOR COUNSEL**

The Committee discussed a budget for independent labor counsel. No action was taken.

#### **A MANAGEMENT STUDY**

***Commissioner Drake made a motion for staff to figure out how to move forward to put together a management study. No action was taken on the motion.***

***Commissioner Salemi made a motion to have staff put together what would be put into an RFP and bring it back to the next PPI meeting. The motion was duly seconded and passed by majority vote of those present. Commissioner Avedisian opposed.***

#### **EMPLOYEE CLIMATE STUDY**

Jamie Harlow, Director of Human Resources, provided an update on preparations for the employee climate study and that it will launch on October 29, 2024.

**VACANCIES INCLUDING JOB TITLE, CLASSIFICATION, OPEN POSTINGS AND WHETHER INTERNAL/EXTERNAL POSTING**

Jamie Harlow, Director of Human Resources, provided a report on the prior month's vacancies.

**PRIOR MONTH'S RETIREMENTS, RESIGNATIONS, TERMINATIONS INCLUDING EMPLOYEE'S YEARS OF SERVICE, GENDER, RACE & CLASSIFICATION**

Jamie Harlow, Director of Human Resources, provided a report on the prior month's retirements, resignations and terminations.

**OPPORTUNITY FOR GENERAL PUBLIC COMMENTS**

Judy Allen, West Hartford resident, stated that as a customer, she is completely against the independent labor counsel. She stated that the MDC has been operating fine with the current counsel and thinks the MDC should be forward looking.

**COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS**

District Chairman Currey asked to put on a future agenda to establish a review of the cost of living for retirees every five (5) years.

Commissioner Salemi asked to confirm that his motion regarding a management study included language to have staff bring back their recommendation on RFP for the next PPI meeting.

**ADJOURNMENT**

The meeting was adjourned at 5:29 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

November 25, 2024  
Date Approved

**PERSONNEL, PENSION AND INSURANCE COMMITTEE  
SPECIAL MEETING  
The Metropolitan District  
555 Main Street, Hartford  
Monday, November 25, 2024**

**Present:** Commissioners David Drake, Joan Gentile, Pasquale Salemi, Alvin Taylor, and District Chairman Donald Currey (5)

**Remote**

**Attendance:** Commissioners John Avedisian, Byron Lester and Maureen Magnan (3)

**Absent:** Commissioner Dimple Desai, Bhupen Patel, David Steuber and James Woulfe (1)

**Also**

**Present:** Commissioner Andrew Adil  
Commissioner William A. DiBella  
Commissioner Allen Hoffman  
Commissioner Jacqueline Mandyck  
Commissioner Jean Holloway (Remote Attendance)  
Scott Jellison, Chief Executive Officer  
Christopher Stone, District Counsel  
John S. Mirtle, District Clerk  
Christopher Levesque, Chief Operating Officer  
Kelly Shane, Chief Administrative Officer  
Susan Negrelli, Director of Engineering  
Jamie Harlow, Director of Human Resources  
Robert Schwarm, Director of Information Systems (Remote Attendance)  
David Rutty, Director of Operations  
Michael Mohr, Controller (Remote Attendance)  
Shereese Rodgers, Assistant Budget Manager (Remote Attendance)  
Rita Kelley, Equal Employment Opportunity Compliance Officer  
Carrie Blardo, Assistant to the Chief Executive Officer  
Victoria Escoriza, Executive Assistant  
Jacob Aviles, IT Consultant (Remote Attendance)  
Christopher McLellan, Stock Specialist  
Richard Dorman, Utility Maintenance Supervisor  
David Lee, Dahab Associates Inc.

**CALL TO ORDER**

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

**PUBLIC COMMENTS RELATIVE TO AGENDA ITEMS**

Judy Allen, West Hartford Resident, spoke regarding agenda item #6 "Management Study Market Research and Scope". She asked about the reference to "Governance"

and hopes that the management study looks at the District Board governance. She also stated that the reference to workforce related information sounds duplicative to the climate study currently underway.

### **APPROVAL OF MEETING MINUTES**

*On motion made by District Chairman Currey and duly seconded, the meeting minutes of October 28, 2024 were approved.*

### **VACANCIES INCLUDING JOB TITLE, CLASSIFICATION, OPEN POSTINGS AND WHETHER INTERNAL/EXTERNAL POSTING**

Jamie Harlow, Director of Human Resources, provided a report on the prior month's vacancies.

### **PRIOR MONTH'S RETIREMENTS, RESIGNATIONS, TERMINATIONS INCLUDING EMPLOYEE'S YEARS OF SERVICE, GENDER, RACE & CLASSIFICATION**

Jamie Harlow, Director of Human Resources, provided a report on the prior month's retirements, resignations and terminations.

*Without objection, Chairman Taylor took up agenda item #6 "Management Study Market Research and Scope" prior to agenda item #5 "Report by Dahab Associates Inc.)*

### **MANAGEMENT STUDY MARKET RESEARCH AND SCOPE**

Kelly Shane, Chief Administrative Officer, explained market research she conducted about developing a scope for a management study.

### **REPORT BY DAHAB ASSOCIATES INC. RE: 3<sup>rd</sup> QUARTER 2024 PENSION PLAN INVESTMENT PERFORMANCE**

David Lee of Dahab Associates, Inc. provided a report on the 3<sup>rd</sup> Quarter Pension Plan Investment Performance.

### **REPORT BY DAHAB ASSOCIATES INC. RE: 3<sup>rd</sup> QUARTER 2024 OPEB TRUST INVESTMENT PERFORMANCE**

David Lee of Dahab Associates, Inc. provided a report on the 3<sup>rd</sup> Quarter OPEB Trust Investment Performance.

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

No one from the public appeared to be heard.

**COMMISSIONER REQUESTS FOR FUTURE AGENDA ITEMS**

Chairman Taylor would like to have a future discussion regarding overtime and how to make decisions whether to use MDC staff versus outside contractors.

**ADJOURNMENT**

The meeting was adjourned at 5:31 PM

ATTEST:

  
John S. Mirtle, Esq.  
District Clerk

January 6, 2025  
Date Approved

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**To**

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

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