

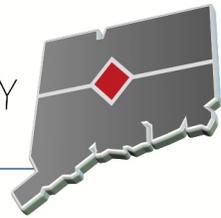
# CENTRAL CONNECTICUT REGIONAL PLANNING AGENCY

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## **PROGRAM, FINANCE & PERSONNEL COMMITTEE MEETING** **MINUTES**

**7 P.M.; Thursday, May 7, 2009; CCRPA Offices, 225 N. Main St., Bristol, CT**

1. Call to order, determination of quorum (50% of Committee Membership) - the meeting was called to order at approximately 7:00 PM with all the following members in attendance:

Berlin -	Morgan Seelye, Chairman	Plainville -	David Dudek
Bristol -	John Pompei	Plymouth -	Stephen Mindera
Burlington -	Bernard Schuster	Southington -	Rudy Cabata
New Britain -	Don Naples	ex officio -	Matt O'Keefe

Staff attending: Carl Stephani, Ken Shooshan-Stoller

2. April 2, 2009, meeting minutes

MOTION: David Dudek moved to approve the minutes as submitted; seconded by Stephen Mindera; passed unanimously.

3. Recommendations to the Agency Board

- a. Proposed FY2009-2010 Agency Budget

The Executive Director briefly reviewed changes to the draft budget which had been made since the April 2<sup>nd</sup> meeting, including: reduction in the amount budgeted for employee health insurance, and a change from MEHIP to Anthem/BlueCross/Blue Shield; addition of the Pequabuck River dam removal grant, and some other minor changes. It was noted that no salary increases were included in the draft budget.

MOTION: David Dudek moved to include up to a 2% Performance-based salary increase in the budget to be presented at the Board's June meeting; seconded by Stephen Mindera; passed unanimously.

MOTION: Matthew O'Keefe moved to recommend that the budget presented today with the change noted be presented to the Agency Board at the June 4<sup>th</sup> Board meeting; seconded by Stephen Mindera; passed unanimously.

- b. Employee health/dental insurance for FY09-10

The Executive Director noted that the Agency's employee health/dental insurance policy would expire as of June 30, 2009, and recommended that the Committee recommend that the Agency Board authorize execution of a contract with Anthem/Blue Cross/Blue Shield for employee health/dental insurance coverage to be effective July 1, 2009.

MOTION: David Dudek moved to recommend that the Agency Board authorize the Executive Director to execute a contract with Anthem BlueCross/BlueShield for employee health/dental insurance coverage for FY2009-2010; seconded by Stephen Mindera; passed unanimously.

- c. Request for a Variance from the Requirements of the Personnel Policy for a Tuition Reimbursement

The Executive Director briefly reviewed the situation which gave rise to this request. A couple of years ago the employee had been encouraged to take a "touch-typing" course to increase his typing speed. He did not respond to the encouragement. Last summer the employee was advised that unless he took a "touch-typing" course the Executive Director would not approve any further Performance-based salary increases for him. The employee then enrolled in a "touch-typing" course at Tunxis Community College. The Personnel Policy allows reimbursement of college course tuition provide coursework is completed and a certain minimum grade is achieved. Subsequent to enrolling in the course, the employee changed his enrollment from regular to "audit." No grade is given to a student who audits a course. The Committee members discussed the situation at some length and considered whether to include language in the Personnel Policy

regarding audited courses, or to make some other language changes to the Policy.

MOTION: Rudy Cabata moved to approve the request for a variance from the requirements of the Personnel Policy and to grant the employee's request to be reimbursed \$238.20 for tuition for a course in "Keyboarding;" seconded by Bernard Schuster; passed (Bernard Schuster, opposed; Morgan Seelye, abstain).

4. Executive Director's Performance Evaluation - staff excused themselves from the meeting and the PFP members discussed the Executive Director's performance. After the discussion, staff was invited back into the meeting and Chairman Seelye advised that the Committee reached a 91-point evaluation and indicated that the Committee was pleased with the Executive Director's performance. The Executive Director expressed his pleasure regarding his employment with the Agency.
5. Other business
  - a. October 6-7 InterCity Leadership Visit - The Executive Director advised the Committee of the invitation he had received from the Greater Hartford Alliance to participate in an InterCity Leadership Visit with the Cities of Minneapolis/St. Paul October 6-7. The cost of the program is \$1,500; however, the Alliance is seeking funding for scholarships which could reduce the cost to \$750 per person. There was consensus that at the lower amount it would be a good investment to send the Executive Director to thru this program.
  - b. Burlington Plan of Conservation and Development - members of the Committee asked that the Executive Director invite representatives from the Town of Burlington to the June 4<sup>th</sup> meeting to continue to attempt to resolve the outstanding contract dispute over this project.
6. Adjournment was declared at approximately 7:50 PM.