

## MEMORANDUM

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**TO:** Program, Finance and Personnel Committee  
**FROM:** Carl J. Stephani, Executive Director  
**DATE:** November 23, 2009

**FOR AGENDA:** December 3, 2009

**SUBJECT:** Administrative Policy Amendment - authorized check signers

Administrative Policy Section II.E states that: "... All checks must have two authorized signatures. The Agency Chair, Treasurer, Executive Director and Deputy Director shall be the approved check signers. ..."

In view of the fact that we will be operating without a Deputy Director for the foreseeable future, unless we amend Section II.E of the Administrative Policy, we will no longer be able to handle our check signing in-house.

On that basis, it is my

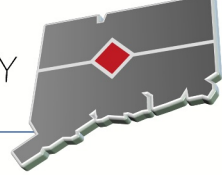
**RECOMMENDATION**

that your Committee

Recommend that the Agency Board amend Administrative Policy Section II.E by making the following changes (proposed deletions stricken out, proposed additions underlined):

"... All checks must have two authorized signatures. The Agency Chair, Treasurer, Executive Director and one additional individual designated by the PFP ~~Deputy Director~~ shall be the approved check signers. ..."

cc: Agency Board



**MEMORANDUM**

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**TO:** Program, Finance and Personnel Committee  
**FROM:** Carl J. Stephani, Executive Director  
**DATE:** November 23, 2009

**FOR AGENDA:** December 3, 2009

**SUBJECT:** Designation of Melon Wedick as an authorized check signer

Administrative Policy Section II.E, as proposed, will state that: "... All checks must have two authorized signatures. The Agency Chair, Treasurer, Executive Director and one additional individual designated by the PFP shall be the approved check signers. ..."

Melon Wedick, one of our Regional Planners, currently serves as backup to our Bookkeeper, in case of an emergency, and she is aware of all the financial operations of the Agency. In view of the fact that we will be operating without a Deputy Director for the foreseeable future, and to enable us to continue to do our check signing in-house, it is my

**RECOMMENDATION**

that your Committee  
Designate Melon Wedick as an approved check signer for the Agency.

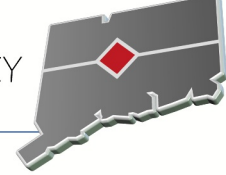
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## MEMORANDUM

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TO: Program, Finance and Personnel Committee  
FROM: Carl J. Stephani, Executive Director  
DATE: November 19, 2009

FOR AGENDA: December 3, 2009

SUBJECT: Temporary Salary Adjustments

Effective December 5, 2009, the Agency will no longer have a Deputy Director. The Deputy Director serves as our principal transportation planner. It may not be necessary to fill the Deputy Director position. To help make that determination in time to prepare for next year's budget, I would like to carry on the next few months without that position by assigning the Agency's transportation planning responsibilities as follows:

Staff Task	Michael Tonelli - Regional Planner	Francis Pickering - Regional Planner	John Tricarico - Transportation Assistant	Melon Wedick - Regional Planner
1	TIP	L RTP	Paratransit	DOT Liaison
2	TIC Coordination	Transit Development Plan	Fixed route transit	UPWP
3	STP-urban program	Freight and commuter rail	Dial-a-Ride Grants	Enhancement Program
4	ARRA	CMAQ	Section 5310	Public outreach/Participation
5	Intersection analyses	Transit Route planning	Jobs Access	Social Impact Reports
6	Traffic counting	Traffic simulation	LOCHSTP	CCPATH update

The staff is excited about taking on these new responsibilities, and I believe they will measure up to the challenge well. If so, I would plan to recommend amending their position descriptions with appropriate salary adjustments in next year's budget. In the meantime, because they will be handling responsibilities that are not specifically included in their current position descriptions, I would like to provide them with a 10% salary adjustment, which would be effective thru March of next year at which time we should be able to determine whether these new assignments are appropriate. In conjunction with these changes, it may be necessary in the next few months to hire a temporary Junior Planner to give support to the Regional Planners, but that would be only in the case of a demonstrated need.

On that basis, it is my  
RECOMMENDATION

that your Committee

Authorize temporary 10% salary increases for the Transportation Assistant and Regional Planners effective December 6, 2009, thru March 27, 2010, in response to the new transportation planning responsibilities they have been assigned upon the departure of the Deputy Director.

cc: Agency Board, TIC