



PROGRAM, FINANCE & PERSONNEL COMMITTEE MEETING MINUTES

6:45 P.M.; Thursday, May 6, 2010; CCRPA Offices, 225 N. Main St., Bristol, CT

1. Call to order, determination of quorum (50% of Committee Membership)-
Stephen Mindera, Chair, called the meeting to order at approximately 6:45 PM
with the following members in attendance:

Berlin -	Bart Bovee	Plainville -	David Dudek
Bristol -	John Pompei	Plymouth -	Stephen Mindera, Chair
Burlington -	Peter McBrien	Southington -	Joseph Krajewski
New Britain -	Don Naples		
2. April 1, 2010, meeting minutes
MOTION: David Dudek moved to accept the April 1, 2010 meeting minutes as presented: seconded by Peter McBrien; passed unanimously.
3. Recommendations to the Agency
 - a. Employee Pension Plan Board of Trustees
There was some discussion of the transiency of Pension Board members and the need to have a broader base of members to assure the persistence of institutional memory.
MOTION: David Dudek moved to recommend that the Agency Board amend the Agency's By-laws to designate the PFP as the Pension Board of Trustees; seconded by Don Naples; passed unanimously
 - b. Requests for Board Concurrence with Staff Endorsement Letters
MOTION: David Dudek moved to allow the handling of Staff Endorsement Letters to continue as it has in the past; seconded by Joe Krajewski. Upon further discussion the motion was withdrawn because consensus was that this did not require action. There was some additional discussion about the past practice of sending out copies of such letters to the Board members for information as soon as they were signed.
MOTION: David Dudek moved to direct staff to provide copies of such letters to the Agency Board members as soon as they are signed; seconded by Joe Krajewski; passed unanimously.
 - c. Personnel Policy Amendment - Transportation Planner Classification
Description
The Executive Director explained that this new description needed to be acted on because it was already being used to hire a new staff person,
MOTION: David Dudek moved to recommend that the Agency Board amend the Personnel Policy to replace the existing Transportation Planner classification description with the one distributed at this meeting; seconded by Joseph Krajewski; passed unanimously
 - d. Proposed FY2010-2011 Budget

The Executive Director briefly discussed the contents of a memorandum from the Office Manager to the Executive Director on the subject of the Agency picking up the cost of employees who enroll in Medicare Part B. It was agreed that this seemed appropriate that would be consistent with the current Personnel Policy, but that it was unusual enough to merit formal action.

MOTION: Joseph Krajewski moved to approve Office Manager/Bookkeeper Cheri Bouchard-Duquette's recommendation to cover Medicare and Supplemental Health Insurance in accordance with Personnel Policy Section III A. "Benefits"; seconded by Peter McBrien; passed unanimously

MOTION: David Dudek moved to recommend that the Agency Board adopt the Proposed FY2010-2011 Budget at its next regular meeting on June 3, 2010, with adjustments made between now and then as more specific numbers become available; seconded by Peter McBrien; passed unanimously

e. Personnel Policy Amendment - Budget-related Classification Description changes

The Executive Director briefly reviewed the new Classification Descriptions that need to be adopted to implement the proposed FY2010-2011 budget and noted that in some cases they were primarily format changes so that all the classification descriptions would appear similar.

MOTION: David Dudek moved to recommend that the Agency Board amend the Personnel Policy at the June 3, 2010, meeting to incorporate the classification descriptions presented at today's meeting; seconded by Peter McBrien ; passed unanimously.

4. Motion to move into Executive Session to consider the Executive Director's Performance Evaluation

MOTION: Dave Dudek moved to go into Executive Session at 7:30PM to evaluate the Executive Director's performance; seconded by Peter McBrien; passed unanimously

5. Reconvene regular meeting

MOTION: David Dudek moved to reconvene the regular meeting at 7:45PM; seconded by Peter McBrien; passed unanimously.

6. Executive Director's Performance Evaluation - It was noted that the Committee would like to continue discussion of the Executive Director's performance at the June meeting starting at 6:30 PM.

7. Chairman's report on Tonelli Exit Interview - this item was not discussed due to a lack of time.

8. Other business - none raised.

9. Adjournment - was declared at approximately 7:45PM

Respectfully Submitted: Cheri Bouchard-Duquette, Office Manager/Bookkeeper