



DRAFT  
PROGRAM, FINANCE & PERSONNEL COMMITTEE MEETING MINUTES

6:45 PM; Thursday, April 7, 2011; 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 6:54PM with the following members in attendance except as otherwise noted:

Berlin -	Bart Bovee	Plainville -	vacant
Bristol -	Tim Furey, noted absence	Plymouth -	Stephen Mindera, Chair
Burlington -	Peter McBrien	Southington -	Brian Callahan
New Britain -	Don Naples	ex officio -	John Pompei
2. January 6, 2011, minutes  
MOTION: Peter McBrien moved to accept the January 6, 2011 meeting minutes as presented; seconded by Donald Naples; passed unanimously
3. Recommendation to the Agency Board - Amendment to the FY2010-2011 Budget  
The Executive Director briefly described the need which arose this year with so many new staff for training beyond what had been expected, and the fact that some of the computer equipment that had been budgeted did not need to be purchased.  
MOTION: Peter McBrien moved to recommend that the Agency Board amend the FY2010-2011 Agency Budget to move \$6,000 from the "Equipment" to the "Training" line; seconded by Bart Bovee; passed unanimously
4. Review preliminary FY2011-2012 Budget and Recommendations to the Agency Board regarding Personnel Policy Amendments:
  - a. Adding Assistant Planner Classification Description  
The Executive Director noted that with receipt of the \$100,000 Sustainable Communities Act Grant, there will be a need for an additional generalist planner in next year's budget and that the Personnel Policy did not have a classification description for such a planner.  
MOTION: Bart Bovee moved to recommend that the Agency Board add the Assistant Planner Classification Description to the Personnel Policy; seconded by Peter McBrien; passed unanimously
  - b. Adding "and covered dependents" to the Section of the Policy regarding employees who opt for Medicare coverage  
The Executive Director described the opportunity the Agency has to save \$8-10,000 by removing an employee's dependent from the Anthem health insurance program because the person is a position to enroll in Medicare. It was suggested that specific documentation from the Agency's insurance broker, or auditor, be obtained to assure that such a procedure would be legal.  
MOTION: Peter McBrien moved to table adding "and covered dependents" to the Section of the Personnel Policy regarding employees who opt for Medicare coverage, and to extend certain benefits to such dependents, and directed the Executive Director to seek additional confirmation that such policy changes would be legal: seconded by Donald Naples; passed unanimously  
MOTION: Brian Callahan moved to direct the Executive Director to prepare the Draft Budget for FY 2011-2012 for the May PFP meeting based on the proposed budget the Committee reviewed today; seconded by Stephen Mindera.  
There was discussion about what other jurisdictions were granting in the way of increases, and it was noted that the proposed budget would allow for a 2% COLA and up to 2% for performance increases.  
MOTION: Don Naples moved an amendment to the main motion that would delete the 2% COLA; this amendment was seconded by Peter McBrien, and passed with Brian Callahan in opposition.  
The question was called on the main motion as amended, and it passed unanimously.
5. Motion to move into Executive Session to consider the Executive Director's Performance Evaluation - it was suggested that this item be taken up first on the agenda of the May 7, 2011, meeting, and that the Executive Director ask the Chair of the Legislative Committee to cancel the May Legislative Committee meeting to allow the PFP to start at 6:30PM in May to have time to consider the Executive Director's Performance Evaluation.
6. Other - none raised.
7. Adjournment was declared at approximately 7:35PM