



PROGRAM, FINANCE & PERSONNEL COMMITTEE  
MEETING MINUTES

7 PM; Thursday, November 1, 2012 - 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 7:00PM by Chairman Stephen Mindera with the following in attendance unless otherwise noted:

Berlin -	Bart Bovee, informed absence	Plainville -	James Cassidy
Bristol -	John Pompei	Plymouth -	Stephen Mindera, Chair
Burlington -	Peter McBrien	Southington -	James "Rusty" Haigh
New Britain -	Don Naples		
2. October 4, 2012, meeting minutes  
MOTION: Peter McBrien moved to approve the October 4, 2012 meeting minutes as presented; seconded by Rusty Haigh; passed unanimously
3. Authorization for extended unpaid leave for Kristin Thomas  
MOTION; Rusty Haigh moved to authorize Kristin Thomas to take up to 16 weeks unpaid leave starting in November for the birth of her child and to adjust to her new family responsibilities; seconded by Jim Cassidy; passed unanimously
4. Pension Plan Trustees - Authorization to Change to PASI Investments, LLC, for Plan management  
Ron Fishman, PASI Investments, LLC reviewed the current plans the Agency offers employees and the advantages their firm can offer in terms of lower participant fees and higher producing investment options. It was noted that CRCOG and SWERPA recently moved their pension programs to PASI.  
MOTION: Jim Cassidy moved to authorize the Executive Director to execute the documents required to shift the asset management/education, record-keeping, and plan administration of the Agency's two employee pension savings plans (Money Purchase and 457) to PASI Investments, LLC, effective January 1, 2013 seconded by Peter McBrien, passed unanimously
5. Recommendation to the Agency Board - New Employee Handbook  
The Executive Director noted that staff had made several changes to the proposed Handbook which were noted in the version sent to the Board members on Tuesday, October 30<sup>th</sup>, and also distributed at the meeting this evening; and, that virtually all the language in the document came from the Labor Attorneys, Kainen, Escalera & McHale, P.C. of Hartford.  
MOTION: Peter McBrien moved to recommend that the Agency Board adopt the new Employee Handbook (version entitled "Final Staff Edited Recommendation") which was mailed to the Board members Tuesday, effective immediately; seconded by Rusty Haigh; passed unanimously.
6. Other - none raised.
7. Adjournment - was declared at approximately 7:41PM