

THE MATTABASSETT DISTRICT

Memorandum

Date: February 10, 2017

Subject: February 8, 2017 Human Resources
Committee Meeting Minutes

To: Board of Directors

From: Human Resources Committee, and
Arthur G. Simonian, Executive Director

AGS

The Human Resources Committee met Wednesday, February 8, 2017 at The District offices at 245 Main Street, Cromwell, Connecticut.

The Chair, Tom Tokarz called the meeting to order at 6:02 PM. In addition to the Chair, present were Committee Members - Tonilynn Collins, Mary Marrocco Joseph Samolis and Doug Sienna. There was a quorum. Also present was Board Chairman - John Dunham and Executive Director - Art Simonian.

The following is a summary of the meeting:

1) Shift Supervisor – Review Job Description

The Director discussed the Shift Supervisor job responsibilities. He stated there could be more than one shift supervisor on the same shift but there is always on shift supervisor designated as the in charge supervisor on that shift. The Shift Supervisors make many decisions on the operations of the plant where the Operators are doing the maintenance work in the plant (i.e. inspections, adjustments on pumps, cleaning blockages).

Shift Supervisor requires a Class III operating certificate and 3 years (in-charge time) on the job experience. The DEEP may use your education experience and may substitute in-charge time with education. An employee can be a Class III Operator and not be a shift supervisor.

Mr. Sienna moved, Ms. Marrocco seconded, and the committee approved unanimously:

MOTION: The Human Resources Committee approves the new job description for a Shift Supervisor (see attached).

2) Executive Director’s Annual Evaluation Process

The Committee reviewed the Executive Director’s job description and job evaluation form and made appropriate modifications. The Evaluation Forms will be distributed in April.

Mr. Samolis moved, Ms. Collins seconded, and the committee approved unanimously:

MOTION: The Human Resources Committee approves the changes to the Executive Director's job description to include the following words under Human Resources, "Evaluates employee performance and makes appropriate staffing decisions including job classification changes in accordance with existing bargaining contracts and with financial restraints for the betterment of and the efficient utilization of manpower" and make the recommended modifications to the job evaluation form.

Adjournment:

Mr. Sienna moved, and Ms. Collins seconded, and the committee approved unanimously to adjourn at 6:35 PM.