

Date: April 13, 2023

Subject: Human Resources Committee Meeting  
Minutes **Tuesday, April 11, 2023**

To: Board of Directors

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

*AGS*

**Human Resources Committee  
April 11, 2023 Meeting Minutes**

The Human Resources Committee met Tuesday, April 11, 2023 at The District Offices at 245 Main Street, Cromwell, Connecticut.

The Chair, Gerald Daley, called the meeting to order at 5:30 PM. In addition to the Chair, present were Committee Members – Mary Marrocco, Jim Fallon, Tonilynn Collins, Doug Sienna and Joe Samolis. Also, present were Board Chairman – John Dunham, Executive Director – Arthur Simonian. There was a quorum. Mattabasset District employee, Mike Petrone – Hourly Union was also present for item one.

Following is a summary of the April 11<sup>th</sup> Human Resources Meeting:

- 1) **MOU's June 19<sup>th</sup> for two Unions** – The Committee reviewed and discussed the draft MOUs for the June 19<sup>th</sup> holiday for the Hourly and Supervisors Unions. The Committee recommends having a meeting with the Hourly and Supervisors Unions to discuss this further and request the Union consider offering another holiday to eliminate in exchange for June 19<sup>th</sup>. Since its already too late to implement this year, it will be considered for 2024.
- 2) **Admin Reorganization** – Art and the Committee reviewed and discussed the Admin Reorganization and the revised and new job descriptions for Admin Specialist, Admin Assistant, and Office Supervisor in executive session.

Mr. Samolis moved, Mrs. Marrocco seconded, and the Committee approved unanimously to go into Executive Session at 5:58 PM, with the Executive Director – Art Simonian and Board Chairman – John Dunham, to discuss the Admin Reorganization and revised and new job descriptions for Admin Specialist, Admin Assistant, and Office Supervisor.

Mr. Sienna moved, Mrs. Marrocco seconded, and the Committee approved unanimously to come out of Executive Session at 6:25 PM.

**Mr. Samolis moved, Mrs. Marrocco seconded, and the Committee approved unanimously:**

**MOTION:** Approve the Admin Reorganization, Salary Schedule Appendix C and the revised and new job descriptions for Admin Specialist, Admin Assistant, and Office Supervisor and refers this recommendation to the Board of Directors for their review and approval.

**3) Related Business and Staff Updates – None.**

**Adjournment:**

**Mr. Samolis moved and the committee approved unanimously to adjourn at 6:26 PM.**