

THE MATTABASSETT DISTRICT

Memorandum

Date: December 11, 2023 Subject: Human Resources Committee Meeting
Minutes **Monday, December 11, 2023**
To: Board of Directors From: Human Resources Committee and *AGS*
Arthur G. Simonian, Executive Director

Human Resources Committee December 11, 2023 Meeting Minutes

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

The Chair, Gerald Daley, called the meeting to order at 5:45 PM. In addition to the Chair, present were Committee Members – Mary Marrocco, Jim Fallon, Joe Samolis, Tonilynn Collins and Doug Sienna. Also, present were Board Chairman – John Dunham, Executive Director – Arthur Simonian, and Administrative Assistant – Kaylee Bober. Attorney Ed Lynch joined the meeting remotely. There was a quorum.

Following is a summary of the December 11th Human Resources Meeting:

1) Personnel Matter – The Committee reviewed and discussed a personnel matter in Executive Session.

Mr. Samolis moved, Mr. Fallon seconded, and the Committee approved unanimously to go into Executive Session at 5:46 PM, to discuss a personnel matter with the Board Chairman – John Dunham, Executive Director – Art Simonian, Attorney – Ed Lynch, and Administrative Assistant – Kaylee Bober.

Mr. Sienna moved, Ms. Collins seconded, and the Committee approved unanimously to come out of Executive Session at 6:34 PM. Kaylee Bober left Executive Session at 6:10 PM.

It was further determined by the Committee that an evaluation of time earned while Kaylee was out on STD needs to be completed. Once the time earned is calculated, the one (1) sick/vacation day per month deduction will be applied for the time period she was on STD and any PTO accrual will be applied to Kaylee's attendance record. The result will be communicated to Kaylee. It was agreed that a one-page memo of acceptance and form releasing the District from further claim will be acknowledged and signed by Kaylee.

Mr. Samolis motioned and Ms. Collins seconded, and the Committee approved unanimously to look into giving 6 days to Kaylee based on sick/vacation day deductions of one (1) day per month

- 2) **Travel Policy** – The Committee members reviewed the Travel Policy prior to the meeting. There was minor discussion about personal mileage tracking and reporting to the IRS. Attorney Ed Lynch suggested Art maintain a travel log and record mileage for personal use. After a question was posed regarding insurance on the vehicle, Art confirmed personal use coverage is included in the policy.
- 3) **Personnel Policy Manual** – This item will be scheduled for a future meeting.
- 4) **Non-Bargaining Policy Manual and Union Contracts** – Art mentioned union contracts expire in July 2024 and negotiations normally begin 150 days prior to expiration. Continued discussion on this item will be scheduled for a future meeting.
- 5) **Related Business and Staff Updates** – None.

Adjournment:

Mr. Sienna moved to adjourn at 7:45 PM.