

## MEMORANDUM

TO: MIRA OS & HR Committee  
FROM: Jim Hayden, OS & HR Committee Chairperson  
DATE: July 10, 2020  
RE: Notice of OS & HR Committee Meeting

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There will be a regular telephonic meeting of the Organizational Synergy and Human Resources Committee of the Materials Innovation and Recycling Authority (MIRA) Board of Directors on *Wednesday, July 15, 2020 at 8:30 a.m. This meeting is being conducted pursuant to Governor Lamont's Executive Order No. 7B. MIRA offices are presently closed to the public due to the Corona Virus outbreak. Members of the public may attend the meeting telephonically by calling (929) 205-6099, entering meeting ID 815 0096 5657#, and then entering the password 913022# when prompted.*

The purpose of the meeting will be to discuss the following matters:

- I. Pledge of Allegiance.
- II. Public Comment (3 minutes per speaker).
- III. Review and Approve – January 15, 2020, OS & HR Committee Minutes.
- IV. HR Update.
- V. Executive Session to discuss personnel matters.

If you will be unable to attend, please notify Laurie Hunt (860-559-8999) immediately.

cc: Don Stein, Chairman  
Laurie Hunt, Esq.

Tom Kirk, President  
Peter Egan

Mark Daley, CFO  
Thomas Edstrom

**Organizational Synergy & Human Resources Committee**  
**January 15, 2020**  
**Regular Meeting**

**Draft Minutes**

Members Present by in Person:      Chairman James Hayden  
   Bob Painter

Present from MIRA:                      Tom Kirk, President  
   Laurie Hunt, Director of Legal Services  
   Thomas Edstrom, Risk Manager/Benefits Administrator  
   Vicki Arnum, Buyer/Administrative Assistant

Others Present:                              None

**PUBLIC COMMENT**

Chairman Hayden called the meeting to order at 12:54 p.m. He said there were no members of the public who wished to comment and proceeded with the agenda.

**1.      Approval of the Minutes of the November 13, 2019, OS & HR meeting.**

Chairman Hayden requested a motion to accept the minutes of the November 13, 2019, OS & HR Committee meeting. The motion to approve the minutes was made by Director Painter and seconded by Director Hayden.

The motion to accept the minutes was approved.

**2.      OS & HR UPDATE**

Mr. Kirk and Mrs. Hunt provided an update on employee statistics and related matters.

**3.      ADJOURNMENT**

Chairman Hayden requested a motion to adjourn the meeting. The motion to adjourn made by Director Painter and seconded by Director Hayden was approved.

The meeting was adjourned at 1:02 p.m.

Respectfully submitted,

Kanchan Arora

## HR Quarterly Report

Year	Quarter
2020	3

Current	
Full time Employees	29
Part Time Employees	1
Salaried	17
Hourly	13
Total Employees	30
Temps	1

Demographics	
Female	9
Male	21
Average Age	52.5
Avg. Length of Service	14
Hartford Residents	0
Participating Town Residents	13

Changes (YTD)	
New Hire	0
Dismissal	0
Resignations	0
Raises	0
Promotions	0
Probation	0

401K	
Below 5% Contribution	2
Employees with Loans	4

Wellness	
FY20	19
FY21	0

Injuries (YTD)	
WC/Non WC	0
Medical/FMLA	2
Lost Time	0
OSHA	0

Benefits	
Health Savings Account	0
Traditional	21
Opt Out	9
Renewal Date	1/1/2020, 10/1/2020
Provider	United Oxford
Broker	RC Knox - Peoples